PagePerfect™

Reference Guide

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About This Manual

This manual consists of four sections that describe the procedures for working with documents, stylesheets, the File Manager, and the Picture Librarian.

Since this manual is intended primarily for reference, the information here is organized alphabetically. Before you use this reference manual, you should already have worked through the *PagePerfect Tutorial.* That manual introduces you to the various elements of PagePerfect documents and stylesheets, and shows you how to select commands and options from the various boxes and bars that PagePerfect displays for that purpose.

Most of the headings in this reference manual are names of *things you work with*—for example, documents, text, and pictures. Under each heading we describe how to work with them. If you want to find information about a particular *command*, or about any topic not listed in the table of contents, use the index.

The Glossary defines special words used by PagePerfect. These words are shown in **boldface** the first time they're used in this manual.

Documents

A document can include text you enter from the keyboard or insert from a file, and pictures you insert from a scanner or from a file. The number of pages in a document is limited only by the available space on your disk.

You can work on a document in either **Text mode** or **Layout mode**. To switch between Text mode (where the screen shows a ■ cursor) and Layout mode (where the screen shows a ↗ pointer), select the Text/Layout command (press the Num Lock key).

Use Text mode to:

- Enter or edit text.
- Find or replace text.
- Change the look of text.
- Check the spelling of text, or find a synonym.

Use Layout mode to:

- Create a picture block (a place for a picture).

- Insert a picture from a file into a picture block.
- Move a picture block, or move a picture within a picture block.
- Replace the picture in a picture block.
- Delete a picture block.
- Change the margins in a picture block.
- Create, move, or delete a gutter (the space between two text blocks).
- Change the line in a gutter.
- Change a block's size.
- Change a block's borders or shading.
- Change the flow of text from one text block to another.
- Change or delete a header or footer.
- Move the cursor from one block to another.

BLOCKS

A page is composed of **blocks**. These blocks include text columns or rows, gutters, picture blocks, caption blocks, margins, headers and footers, header and footer offsets (the spaces between the text blocks and the header or footer), and the binding offset. Each page can contain up to 40 blocks.

You can customize a page by creating, changing, moving, styling, or deleting blocks as described below. To begin:

- Select the Text/Layout command (press the Num Lock key) to switch to Layout mode.

  The cursor changes into a pointer (↗). You'll use it to select the block you want to work with. The status line tells you what block the pointer is in.

Tip! *To help you move the pointer to a portion of the page that's not visible right now, display more of the page by selecting the View command (F6) and changing the zoom.*

When you're done working with the blocks, select the Text/Layout command (press Num Lock) again to resume text editing.

For more information about the various kinds of blocks, see the appropriate headings in this section.

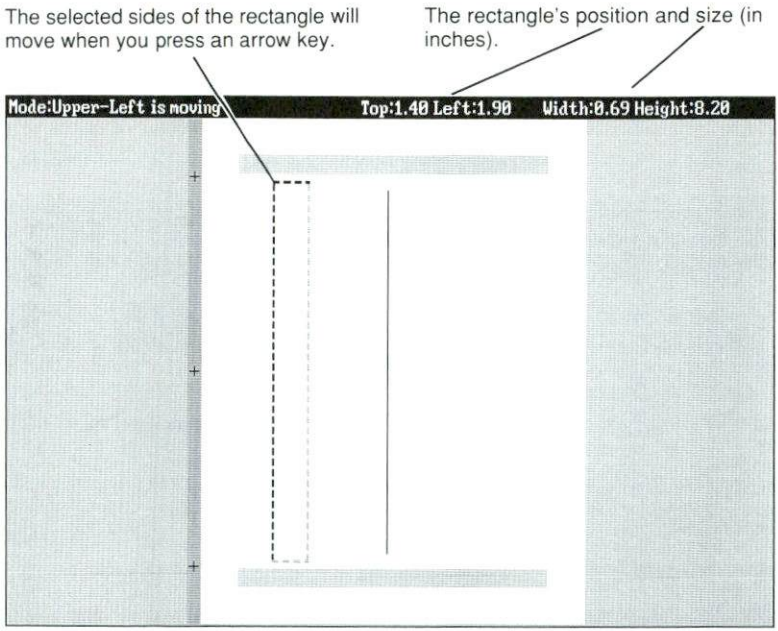
Create

You can create a gutter or picture block using the Create command.

To create a gutter:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Select the Create command (press F10).
- Select GUTTER.

  PagePerfect displays a dashed rectangle on the page so you can size and position the gutter.


The selected sides of the rectangle will move when you press an arrow key.
The rectangle's position and size (in inches).
Mode:Upper-Left is moving
Top:1.40 Left:1.90
Width:0.69 Height:8.20

The rectangle's position shown in the status line is measured from its upper-left corner to the upper-left corner of the page.

- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- To move the gutter, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.

- Press Enter when you're done.

- If you want a line in the gutter, select YES, select a line weight, then press End. If you don't want a line in the gutter, select NO, then press End.

To undo the create, select the Undo command (press F7).

Note *PagePerfect makes it easy for you to align blocks with each other. If pressing an arrow key would move a side of the rectangle beyond the side of another block, PagePerfect aligns the rectangle with the block and alerts you with a beep. Pressing the arrow key again moves the side of the rectangle beyond the side of the block. You cannot move the rectangle into a page margin.*

After you've created a gutter, there will be a new text block on the page, so you may want to change the sequence of blocks on the page. (See "Text Blocks.")

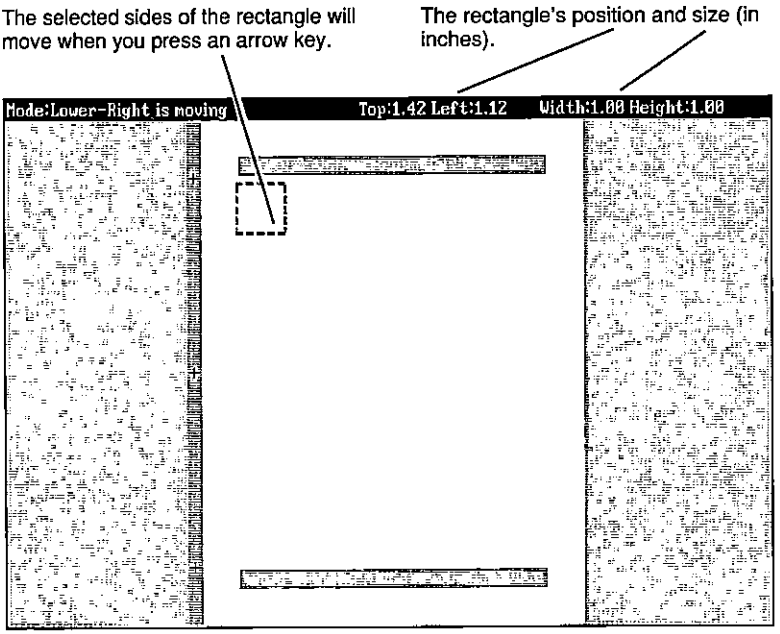
Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to create the gutter. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

To create a picture block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (✓).
- Select the Create command (press F10).
- Select PICTURE BLOCK.

  PagePerfect displays a dashed rectangle on the page so you can size and position the block.


The selected sides of the rectangle will move when you press an arrow key.
The rectangle's position and size (in inches).
Mode:Lower-Right is moving
Top:1.42 Left:1.12
Width:1.00 Height:1.00

  The rectangle's position shown in the status line is measured from its upper-left corner to the upper-left corner of the page.

- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- To move the block, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.
- Press Enter when you're done.
- If you want to create a caption block beneath the picture block, press *Y*.
- If you want to insert a picture into the block now, press *Y*, select the directory where the picture is stored, then select or type the name of the picture.

To undo the create, select the Undo command (press F7).

Note *PagePerfect makes it easy for you to align blocks with each other. If pressing an arrow key would move a side of the rectangle beyond the side of another block, PagePerfect aligns the rectangle with the block and alerts you with a beep. Pressing the arrow key again moves the side of the rectangle beyond the side of the block. You cannot move the rectangle into a page margin.*

Note *If the space between the side of the picture block and the side of the text block is more than 1 inch, PagePerfect will wrap the text around the picture block. This means that text will fill in the space between the side of the picture block and the side of the text block.*

Note *You cannot create a caption block beneath a picture block if there is less than 1/2 inch of space between the bottom of the picture block and the bottom page margin.*

Note *If you select the Undo command after creating a picture block* and *a caption block, it undoes the creation of only the caption block, not the picture block. You can use the Delete command (see "Delete" below) to delete the picture block.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to create the picture block. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

Tip! *If you don't create a caption block when you create a picture block, you won't be able to create a caption block under that*

picture block later. If you want to do so, you'll need to delete the picture block, then create a new picture block with a caption block.

Change

You can change the size of any block (except a text block and the binding offset) using the Change command (F8).

To change the size of a gutter or picture block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Change command (press F8).
- If the block is a picture block, select RESIZE PICTURE BLOCK.

  PagePerfect displays a dashed rectangle over the sides of the block so you can change its size. The top and left sides are selected.

  The status line shows which sides of the rectangle are moving, the distance from the rectangle's upper-left corner to the upper-left corner of the page, and the rectangle's size.
- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.
- To move the block, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.
- Press Enter when you're done.

To undo the change, select the Undo command (press F7).

Note *PagePerfect makes it easy for you to align blocks with each other. If pressing an arrow key would move a side of the rectangle beyond the side of another block, PagePerfect aligns the rectangle with the block and alerts you with a beep. Pressing the arrow key again moves the side of the rectangle beyond the side of the block. You cannot move the rectangle into a page margin.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to change the size of the block. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

To change the size of a margin, caption block, header or footer block, or header or footer offset block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Change command (press F8).

  PagePerfect displays a dashed rectangle over the sides of the block so you can change its size. Only one of the sides is selected.

  The status line shows which side of the rectangle is moving, the distance from the rectangle's upper-left corner to the upper-left corner of the page, and the rectangle's size.
- Use the arrow keys to move the selected side of the rectangle to where you want it.

  Pressing an arrow key moves the rectangle's side 0.1 inch. To move it 0.01 inch each time, hold down the Alt key when you press the arrow key; to move it 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- Press Enter when you're done.

To undo the change, select the Undo command (press F7).

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to change the size of the block. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

Tip! *You cannot change the size of a text block using the Change command—selecting the Change command with the pointer in a text block lets you change a story sequence (see "Text Blocks"). If you want to change the size of a text block, you can do so by changing the size of the adjacent margins or by moving or changing the size of an adjacent gutter.*

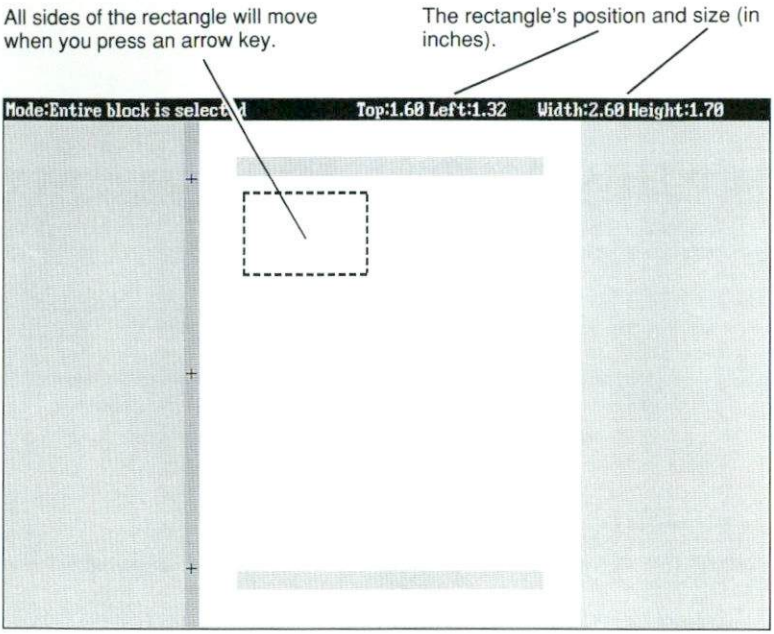
Move

You can move a gutter or picture block using the Move command.

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block, using the arrow keys.

  You can more the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in larger or smaller increments.
- Select the Move command (press Shift-F4).
- If the block is a picture block, select MOVE PICTURE BLOCK.

  PagePerfect displays a dashed rectangle over the sides of the block so you can move it.


All sides of the rectangle will move when you press an arrow key.
The rectangle's position and size (in inches).
Mode:Entire block is select d
Top:1.60 Left:1.32
Width:2.60 Height:1.70

The rectangle's position shown in the status line is measured from its upper-left corner to the upper-left corner of the page.

- Use the arrow keys to move the rectangle where you want it.

  Pressing an arrow key moves the rectangle 0.1 inch. To move it 0.01 inch each time, hold down the Alt key when you press the arrow key; to move it 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- Press Enter when you're done.

To undo the move, select the Undo command (press F7).

Note *PagePerfect makes it easy for you to align blocks with each other. If pressing an arrow key would move a side of the rectangle beyond the side of another block, PagePerfect aligns the rectangle with the block and alerts you with a beep. Pressing the arrow key again moves the side of the rectangle beyond the side of the block. You cannot move the rectangle into a page margin.*

Note *When you move a picture block, PagePerfect moves the caption block with it.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to move the block. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

Style

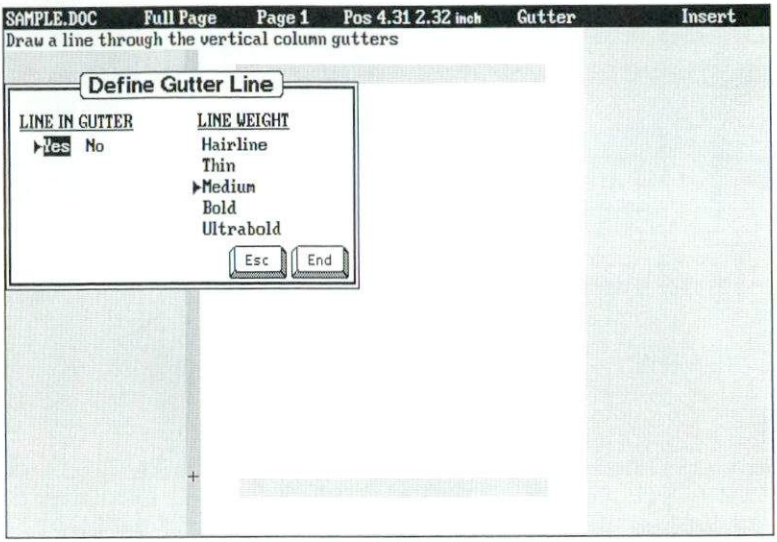
You can use the Style command to:

- Change the borders or colors of any block (except a header offset, footer offset, or binding offset).
- Add, delete, or change a gutter line.
- Change the margins in a picture block.

To add or delete a gutter line, or to change its line weight:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the gutter, using the arrow keys.

  You can more the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in larger or smaller increments.
- Select the Style command (press F9).
- Select LINE.



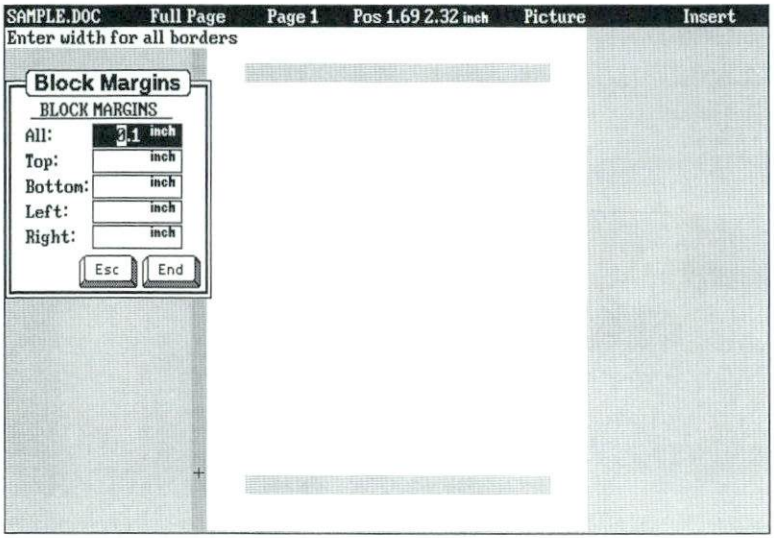
- If you want a line in the gutter, select YES, then select a line weight for it.
- Press End.

Tip! *To help you move the pointer into the gutter, change to a larger zoom using the View command (F6).*

To change the margins in a picture block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the picture block, using the arrow keys.

  You can more the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in larger or smaller increments.
- Select the Style command (press F9).
- Select MARGINS.



- For each margin you want to change, highlight its data-entry box, type the size, then press Enter.
- Press End.

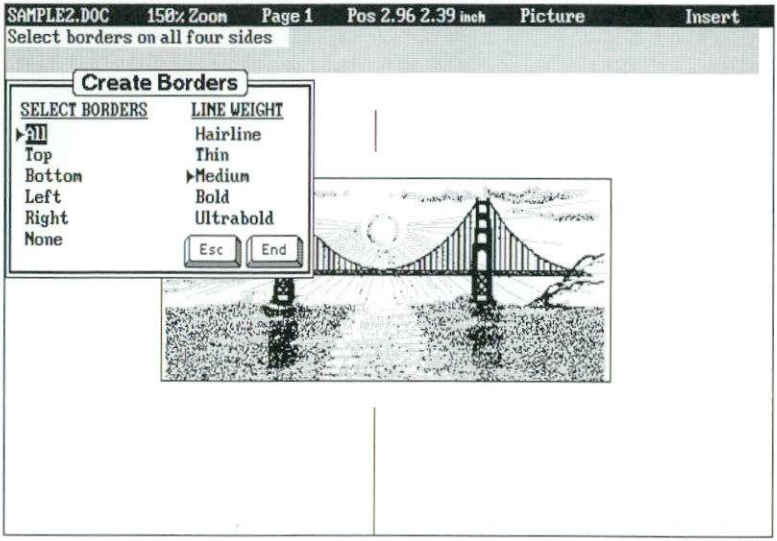
Note *If you specify borders, they appear* inside *the margins.*

Tip! *The default margins within picture blocks are 0.1 inch. Specify larger margins if you don't want the picture to fill the entire block.*

To change the borders of any block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block, using the arrow keys.

  You can more the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in larger or smaller increments.
- Select the Style command (press F9).
- Select BORDERS.



- Select where you want borders, then select a line weight for them.
- Press End.

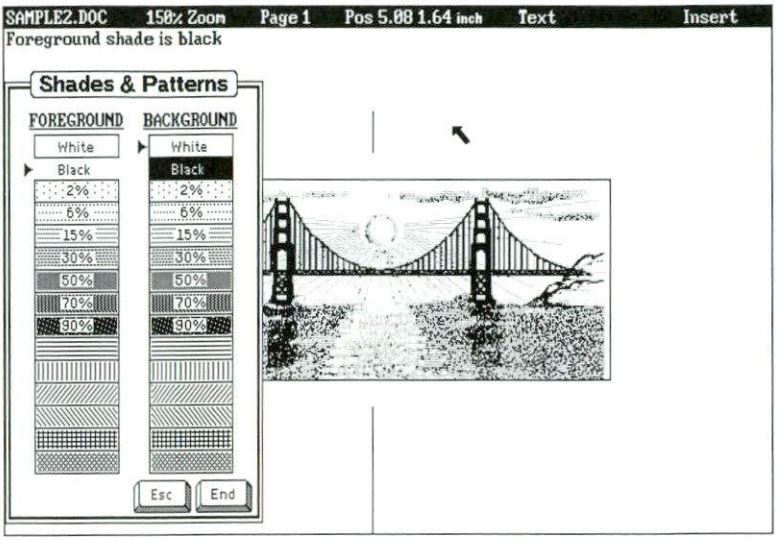
Tip! *If you specify borders for a text block, be sure to specify left and right indents in the paragraph styles so the text won't touch the borders.*

To change the colors of any block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block, using the arrow keys.

  You can more the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in larger or smaller increments.
- Select the Style command (press F9).
- Select COLORS.

  PagePerfect turns off the screen colors until you complete the command.



- Select the color for the block's FOREGROUND (the text in a text block, header, footer, or caption; or the line in a gutter) and for its BACKGROUND.
- Press End.

  PagePerfect shows the normal screen colors again. When you print the document, it will show the colors you selected.

Note *You can't change the color of the foreground (the picture) in a picture block.*

Note *Until you complete the Style command, the 2% and 6% gray tones appear as yellow, the 15% and 30% gray tones as light gray, and the remaining gray tones and the line textures as dark gray. When you print the document, it will show the colors you selected.*

Tip! *To display the page with the colors you selected, use the View command (F6) to switch the normal screen colors off.*

Delete

You can delete a gutter, picture block, caption block, header, or footer using the Delete command.

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block, using the arrow keys.

  You can more the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in larger or smaller increments.
- Select the Delete command (press Del).

To undo or redo the delete, select the Undo command (press F7).

Note *When you delete a header or footer block, PagePerfect deletes the header or footer offset block as well.*

Tip! *To help you move the pointer into a gutter, change to a larger zoom using the View command (F6).*

Tip! *If you've deleted a gutter, there will be one less text block on the page, so you may want to change the flow of text from one text block to another. (See "Text Blocks.")*

CAPTIONS

You can enter a caption for a picture when you create it. If you do, PagePerfect stores it with the picture.

If you created a place for a caption under a picture block when you created the block, the caption appears there when you insert a picture into it.

To change a caption under a picture block:

- Select the Text/Layout command (press the Num Lock key) to switch to Layout mode, then move the pointer into the caption block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press

any of these keys moves the pointer in smaller or larger increments.

- Select the Text/Layout command (press the Num Lock key) to switch back to Text mode, then edit the caption.

The style used for all captions in the document is determined by the caption style in the stylesheet. (See "Captions" in the "Stylesheets" section.)

Note *The asterisk (*) in the caption block is the end-of-text marker.*

Note *If the caption block is not large enough to hold the entire caption, a plus sign (+) appears instead of the end-of-text marker. You can enlarge the caption block using the Change command (see "Blocks").*

Tip! *To change the caption stored in a picture file, see "Change" in the "Picture Librarian" section.*

CHANGE

To change a document:

- At the start-up screen, select the Change command (press F8).
- Select the directory where the document is stored.
- Select DOCUMENT....
- Select or type the document name.

You can now enter text from the keyboard, insert text from a file, edit or style the text, or put pictures on the page.

Note *To change an ASCII text file (such as your* AUTOEXEC.BAT *file), select* ASCII FILE... *instead of* DOCUMENT.... *When you save the file (by selecting Exit), PagePerfect will save the file as an ASCII file rather than as a PagePerfect document file.*

Tip! *If you don't remember the subdirectory where the document is stored, press the space bar and select* MULTIPLE DIRECTORY *before selecting the Change command. Then, move the highlight up or sideways in the directory diagram until you can find the document. (For more information about working in Multiple Directory mode, see the "File Management" section.)*

Tip! *If, before you start PagePerfect, you know the document you want to change: at the DOS prompt, type* PERFECT, *type the path to the document filename (including the* .DOC *suffix in the filename), then press Enter. For example, to begin changing a document named* SAMPLE1 *that's stored in the* \PERFECT\DOCUMENT *directory, type*
PERFECT \PERFECT\DOCUMENT\SAMPLE1.DOC, *then press Enter.*

CREATE

To create a document:

- At the start-up screen, select the Create command (press F10).
- Select DOCUMENT....
- Select the directory where you want to store the document.
- Type a name for the document, then press Enter.
- Select or type the name of the stylesheet for this document.

You can now enter text from the keyboard, insert text from a file, edit or style the text, or put pictures on the page.

Note *To create an ASCII text file (such as a batch file), select the* ASCII *stylesheet. When you save the file (by selecting Exit), PagePerfect will save the file as an ASCII file rather than as a PagePerfect document file.*

CURSOR MOVEMENT

PagePerfect gives you a variety of ways to move the cursor around the page and between pages.

To move ...	**Press ...**
One character left or right.	The left- or right-arrow key.
One word left or right.	Shift and the left- or right-arrow key.
One line up or down.	The up- or down-arrow key.

To move ...	Press ...
One paragraph up or down.	Shift and the up- or down-arrow key.
To the left or right side of the current column.	Alt and the left- or right-arrow key.
To the right side of the previous column or the left side of the next column.	Alt and the left- or right-arrow key *twice*.
To the top or bottom of the current column.	Alt and the up- or down-arrow key.
To the top of the previous column or the top of the next column.	Alt and the up- or down-arrow key *twice*.
To the first or last character in the current column.	The Home or End key.
To the first character in the previous column or the first character in the next column.	The Home or End key *twice*.
To the first or last character on the current page.	The PgUp or PgDn key.
To the first character on the previous page or the first character on the next page.	The PgUp or PgDn key *twice*.
To the first or last character in the document.	Shift and the Home or End key.
Between windows.	The Sys Req key (on a standard keyboard) or the Pause key (on an enhanced keyboard).

Note *You can also move the cursor around the page by holding down the Ctrl key while you press the appropriate letter key. These techniques—which are WordStar® commands you can use in PagePerfect—are listed in appendix B.*

Note *You can't move the cursor past the end-of-text marker (*) in a text block, caption, header, or footer.*

Tip! *To quickly move the cursor from one part of the page to another:*

1. *Select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).*
2. *Move the pointer using the arrow keys.*
3. *Select the Text/Layout command again (press the Num Lock key) to switch back to Text mode (■).*

To move the cursor to any page:

- Select the Goto command (press Shift-F2).
- Type the page number, then press Enter.

DELETE

You can delete any file while you're working on a document. This lets you increase the available disk space if you need more space to save the document you're working on.

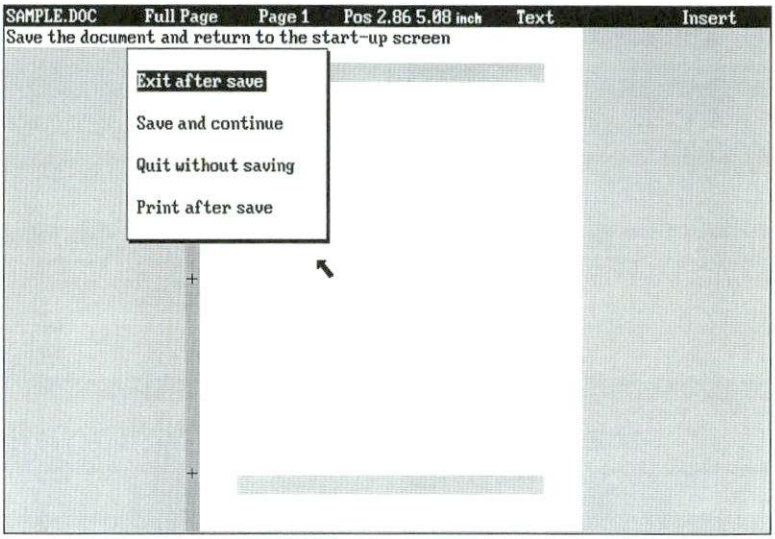
- Select the File command (press Shift-F3).
- Select DELETE FILE.
- Select the directory where the file you want to delete is stored.
- Select or type the filename.

Tip! *You can also delete any file from the start-up screen—see "Delete" in the "File Manager" section.*

EXIT

To save and/or exit a document:

- Select the Exit command (press F5).


SAMPLE.DOC Full Page Page 1 Pos 2.86 5.08 inch Text Insert
Save the document and return to the start-up screen
Exit after save
Save and continue
Quit without saving
Print after save

- Select what you want to do.

GUTTERS

A **gutter** is a page block that separates two text blocks. Gutters are created automatically when you specify more than one column or row in a layout.

You can create a more complex arrangement of text blocks by creating, deleting, or moving gutters. For example:

- To make two text blocks out of one, create a gutter in the block.
- To join two adjacent text blocks into one, remove the gutter that's between them.
- To change the widths of two adjacent text blocks, move the gutter that's between them.

For information about creating, moving, or deleting a gutter, changing a gutter's size, borders, or shading, or adding, deleting, or changing a gutter line, see "Blocks."

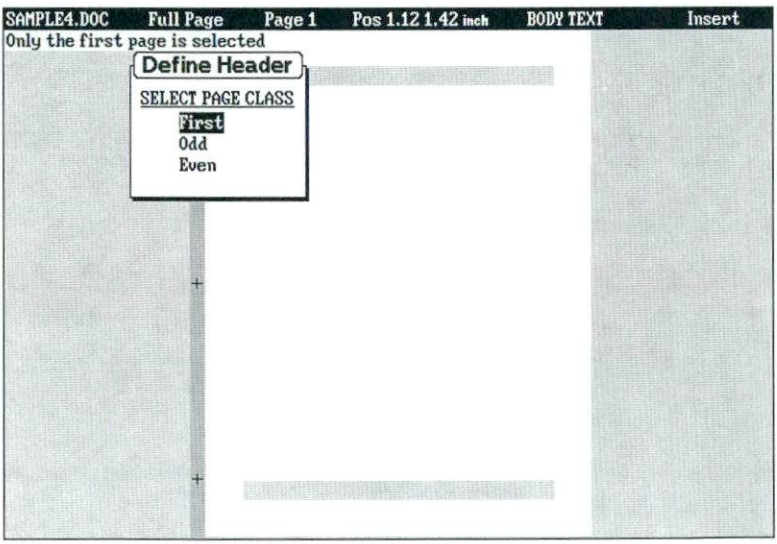
Tip! *To create "white space" on the page (space where you don't want text to appear), create a large gutter there.*

HEADERS AND FOOTERS

If the document you're working on contains header or footer blocks (that is, the layout in the stylesheet you selected for the document contains header or footer blocks), you can change the text in the header or footer using the Create command.

To change headers or footers:

- Select the Create command (press F10).
- Select HEADER... or FOOTER....



- Select the pages on which you want to change the header or footer.

  The options correspond to the three stylesheet layouts. Selecting FIRST lets you change the header or footer text on the first page of the document; selecting ODD lets you change the header or footer text on the remaining odd-numbered pages; and selecting EVEN lets you change the header or footer text on the even-numbered pages.

- Select a paragraph style for the header or footer text.

  Unless they were changed in the stylesheet you selected for the document you're working on, the paragraph styles for headers and footers are HEADER and FOOTER, respectively. These paragraph formats use a **quadded** paragraph format. This means that text you enter in the data-entry box next to LEFT will appear at the left of the header or footer, text you enter next to CENTER will appear at the center of the header or footer, and text you enter next to RIGHT will appear at the right.

- To enter the text you want in the left, center, or right of the header or footer, highlight the appropriate data-entry box, type the text, then press Enter.

- To include the page number in the header or footer, hold down the Ctrl key and type #.

- To change the header or footer offset, highlight the data-entry box, type the size, then press Enter.

  The offset is the distance between the header or footer block and the text blocks. Enter the size in points (1 point = 1/72 inch).

- Press End.

Note *If the header's or footer's paragraph style specifies a justified or ragged-right paragraph format and you enter text in more than one position, all the text you enter will appear in the left of the header or footer. If the style specifies a centered or flush-right paragraph format and you enter text in more than one position, all the text you enter will appear in the center or right of the header or footer.*

Note *To change the header or footer* offset *on the current page, switch to Layout mode, move the pointer into the header or footer offset block, then select the Change command.*

Note *The asterisk (*) in the header or footer block is the end-of-text marker.*

To delete the header or footer from the current page:

- Select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the header or footer, using the arrow keys.

  Holding down the Alt or Shift key while you press an arrow key moves the pointer in smaller or larger increments.
- Select the Delete command (press Del).

  PagePerfect deletes the header or footer block, plus the header or footer offset block.

HELP

You can get help with whatever you're doing by selecting the Help command (press F1).

MACROS

A **macro** is a recording of a sequence of keystrokes. When you "play back" the macro, PagePerfect automatically "presses" the keys for you, so you don't have to take the time to press each key individually.

The keys recorded in a macro can be text you're entering on a page, a sequence of keys you press to select and carry out a command, or any combination of the two.

Every macro has a single-character name, which can be a letter or digit. You name a macro when you record it, and you use this name to play it back.

Create

To create a macro:

- Select the Create command (press F10).
- Select MACRO....
- Type a name for the macro, then press Enter.

  Enter a name that will remind you of what the macro does.
- Select the playback speed.
- Press the keys you want to record.

To end the macro recording:

- Press Shift-Enter.

Play Back

To play back a macro:

- Hold down the Alt key while you type the character.

To stop macro playback and then resume:

- Press the space bar to pause.
- Press the space bar again to resume.

To stop playback and leave the macro:

- Press Esc.

Example: Suppose you want to create a macro that switches the positions of two adjacent words. You would typically create the macro the first time you find an instance of two words you want to switch. For this example, assume there's a sentence on your screen that reads "The wine slowly ages in the barrel," which you want to change to "The wine ages slowly in the barrel." Here is how you might create the macro:

- Move the cursor to the beginning of *ages*.
- Select the Create command (press F10).
- Type *M* to select MACRO....
- Type *S* (or any single-character name), then press Enter.

  This is the name of the macro.

- Hold down the Shift key and press the down-arrow key to highlight PLAYBACK AT FULL SPEED, then press Enter to select it.
- Press End to begin the macro recording.

  Now, press the keys to be recorded.
- Press Shift-F4 to select the Move command.
- Type *W* to highlight *ages.*
- Hold down the Shift key and press the left-arrow key twice to move the cursor to the beginning of *slowly.*
- Press Enter to complete the move.
- Press Shift-Enter to end the macro recording.

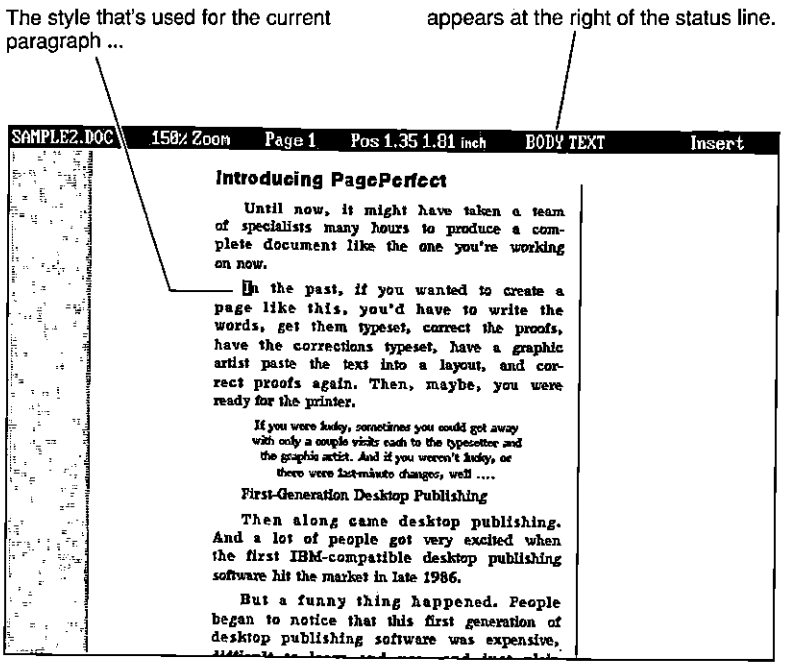
You can now use this macro to automatically switch the positions of two adjacent words by moving the cursor to the beginning of the second word, holding down the Alt key, and typing *S.*

PARAGRAPH STYLES

The text of a document is made up of paragraphs. In any document, each type of paragraph typically has a different look. For example, paragraphs that contain headings are typically shown in bold type or in a type size that's larger than that of regular text. And a paragraph containing a quotation is often indented or shown in italics.

The look of a paragraph is determined by the **paragraph style** you select for it. The paragraph styles you can select come from the stylesheet you selected when you created the document. (For more information about stylesheets, see the "Stylesheets" section.)

When you enter text in a new document, PagePerfect assigns it the first paragraph style in the stylesheet. This "Body Text" style should be the style that's appropriate for the majority of paragraphs in a document. If you want a particular paragraph to look different (a heading, for example), you can change its look by selecting one of the other paragraph styles.


The style that's used for the current paragraph ...
appears at the right of the status line.
SAMPLE2.DOC 150% Zoom Page 1 Pos 1.35 1.81 inch BODY TEXT Insert
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....
First-Generation Desktop Publishing
Then along came desktop publishing. And a lot of people got very excited when the first IBM-compatible desktop publishing software hit the market in late 1986.
But a funny thing happened. People began to notice that this first generation of desktop publishing software was expensive,

To select a different paragraph style from a list:

- Place the cursor anywhere in the paragraph.
- Select the Change command (press F8).
- Select a style.

To switch a paragraph's style automatically:

- Place the cursor anywhere in the paragraph.
- Press the + (plus) key at the right of the keyboard to select the next paragraph style in the stylesheet.

OR

- Press the - (minus) key at the right of the keyboard to select the preceding paragraph style.

PARAGRAPHS

Create

When you press Enter while entering text, PagePerfect begins a new paragraph. The paragraph you then enter will have the same paragraph style as the preceding paragraph.

If you want to enter a new paragraph that has a *different* paragraph style, use the Create command to select the paragraph style and start the new paragraph:

- Place the cursor where you want to insert the new paragraph.
- Select the Create command (press F10).
- Select PARAGRAPH....
- Select a style for the new paragraph.

  PagePerfect starts a new paragraph with the style you selected.
- Type the text of the paragraph, then press Enter.

Tip! *If you continue typing another paragraph now without moving the cursor, it will have the same style as the paragraph you just entered. If you want this next paragraph to have a* different *paragraph style, use the Change command to select that style. For example, suppose you use the Create command to enter a heading (that is, a paragraph with a Heading paragraph style). After you press Enter to end the paragraph, use the Change command to change the next paragraph's style back to Body Text.*

Join

To join two paragraphs:

- Put the cursor on the first character of the second paragraph.
- Press the backspace key.

  The paragraph style of the first paragraph becomes the style of the new, combined paragraph.

Note *When the cursor is on the spacing between paragraphs, it changes into a bar.*

PICTURES

You can insert, into a document, pictures stored in a file or pictures you create by scanning.

Note *Before you can insert a picture into a document, there must be a picture block on the page to hold it. (See "Blocks.")*

Create

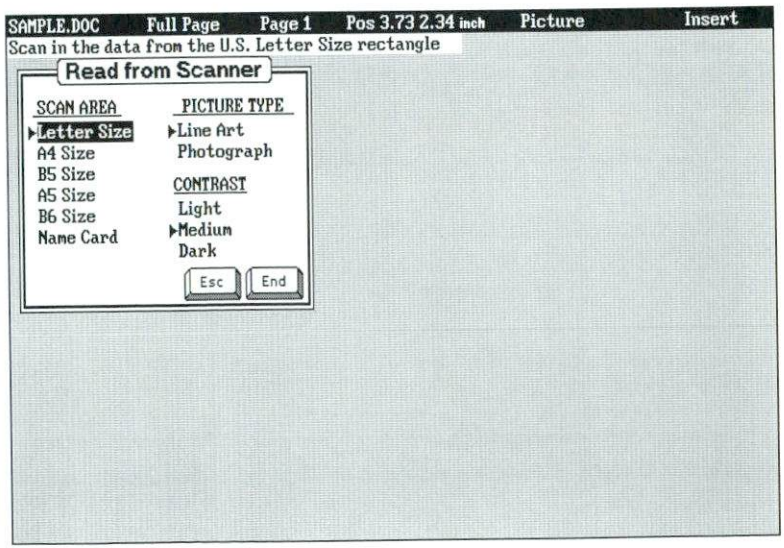
If you have installed a scanner, you can use it from within PagePerfect to scan a picture into a document and store it in a file.

To scan a picture:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗), and move the pointer into the picture block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.

- Select the Create command (press F10).



- Select the scan area.

  This is the size of the picture you want to scan. The sizes available depend on which scanner you've installed. (For certain scanners, only one size is available, and the SCAN AREA options won't appear.)

- Select the picture type.

  Select LINE ART if the picture consists only of blacks and whites. Select PHOTOGRAPH for photographs and all other forms of graphics that have gray tones or colors.

- Select the picture reduction.

  This is the percentage of the original picture size. (For certain scanners, only one reduction is available, and the PICTURE REDUCTION options won't appear.)

- Select the contrast.

  Select LIGHT to lighten the picture; select DARK to darken the picture.

- Press End to continue.

- Set up your scanner.

- Press Enter to begin scanning.

After the scanning is complete, PagePerfect places a dashed rectangle around the picture so that you can crop it. The top and left sides are selected. The status line shows which sides of the rectangle are moving, and the rectangle's size.

- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- To move the rectangle, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.

- Press Enter when you're done.

PagePerfect displays the directory diagram and highlights the PICTURES directory in case you want to store the picture there.

- If you want to store the picture in a different directory, select it.
- Press Enter.
- Type a name for the picture, then press Enter.
- Type a caption, then press Enter.

  You don't need to enter a caption now. If you want to enter it later, or if you want to change the caption you enter now, see "Captions."

- Press End to start processing the picture.

  Depending on the size and nature of the picture, this processing typically requires about 1-1/2 minutes.

PagePerfect inserts the picture in the picture block when the processing is complete.

Tip! *If you know the size of the picture block where you'll insert the picture, here's a shortcut for cropping the picture:*

1. *Make the rectangle the size of the picture block using the arrow keys.*
2. *Press the space bar until the entire rectangle is selected.*
3. *Crop the picture by moving the rectangle using the arrow keys.*

Tip! *You can also scan a picture from the start-up screen. (See "Create" in the "Picture Librarian" section.)*

Insert

You can use the File command to insert into a picture block any picture that was scanned using PagePerfect.

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the picture block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.

- Select the File command (press Shift-F3).
- If the picture you want is not stored in the PICTURES directory, select the correct directory.
- Select or enter the picture name.

PagePerfect inserts the picture into the picture block.

Note *If you insert a picture into a picture block that already contains a picture, the new picture replaces the picture that's there.*

Tip! *To scan a picture directly into a picture block, move the pointer into the block and select the Create command.*

Change

You can use the Change command to:

- Change the size of a picture.
- Replace the picture in a picture block.
- Change the size of a picture block.

To change the size of a picture:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the picture block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Change command (press F8).
- Select SCALE PICTURE.
- To change both the horizontal and vertical dimensions of the picture to match the block, select SCALE TO FIT.
- To return the picture to its original size, select ACTUAL SIZE.

Tip! *You can use this procedure to specify the scaling in a picture block even if there's no picture in it. When you later put a picture into the block, it will appear already scaled. If you*

want, you can then use this procedure again to change the picture's scaling.

To replace a picture:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the picture block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Change command (press F8).
- Select INSERT DIFFERENT PICTURE.
- If the picture is not stored in the PICTURES directory, select the correct directory.
- Select or enter the picture name.

Tip! *You can also replace a picture by using the File command (see "Insert" under "Pictures").*

To change the size of a picture block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Change command (press F8).
- Select RESIZE PICTURE BLOCK.

  PagePerfect displays a dashed rectangle over the sides of the block so you can change its size. The top and left sides are selected.

  The status line shows which sides of the rectangle are moving, the distance from the rectangle's upper-left corner to the upper-left corner of the page, and the rectangle's size.

- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- To move the block, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.

- Press Enter when you're done.

To undo the change, select the Undo command (press F7).

Note *PagePerfect makes it easy for you to align blocks with each other. If pressing an arrow key would move a side of the rectangle beyond the side of another block, PagePerfect aligns the rectangle with the block and alerts you with a beep. Pressing the arrow key again moves the side of the rectangle beyond the side of the block. You cannot move the rectangle into a page margin.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to change the size of the block. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

Move

To move a picture within a picture block:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).

- Move the pointer into the picture block.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.

- Select the Move command (press Shift-F4).
- Select SLIDE PICTURE IN BLOCK.

  PagePerfect displays a dashed rectangle indicating the size and position of the picture. The status line shows the rectangle's size and the distance from its upper-left corner to the upper-left corner of the page (in inches).
- Use the arrow keys to move the rectangle where you want it.

  Pressing an arrow key moves the rectangle 0.1 inch. To move it 0.01 inch each time, hold down the Alt key when you press the arrow key; to move it 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.
- Press Enter when you're done.

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

Tip! *If the picture is larger than the picture block and you want to show more of the picture, use the Change command (F8) to either enlarge the picture block or reduce the picture.*

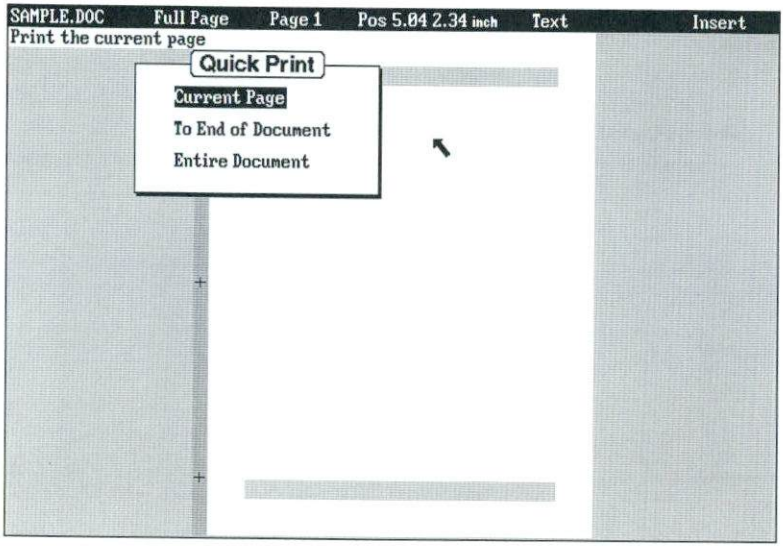
Tip! *If you have changed the size of a picture (using the Change command) before you select the Move command and* SLIDE PICTURE IN BLOCK, *the dashed rectangle that appears represents the* original *size of the picture. However, you can nevertheless move it using the procedure above.*

For information about creating, moving, or deleting a picture block, or about changing the picture block's size, margins, borders, or color, see "Blocks."

PRINT

To print the document you're working on:

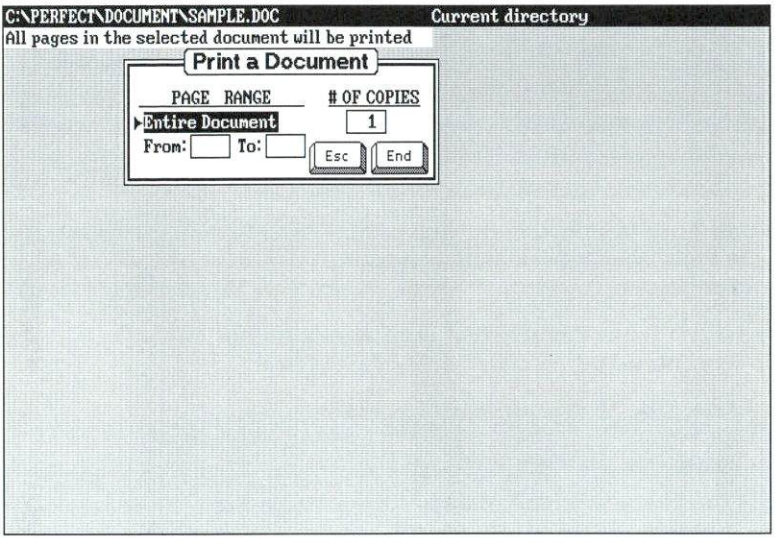
- Select the Print command (press the PrtSc/* key on a standard keyboard, or press the Print Screen key on an enhanced keyboard).


SAMPLE.DOC Full Page Page 1 Pos 5.04 2.34 inch Text Insert
Print the current page
Quick Print
Current Page
To End of Document
Entire Document

- Select which pages you want to print.

To print any document:

- At the start-up screen, select the Print command.
- Select the directory where the document is stored.
- Select or type the document filename.



- Specify what you want to print.
- Press End to begin printing.

To stop the printing before it's done:

- Press Esc.

TEXT

Enter Text from the Keyboard

Typing Text. When you start typing, PagePerfect moves the text at the cursor (if any) down to the next line to make room for the text you type. If you press the Enter key to start a new paragraph, PagePerfect represents it with a slash (/). PagePerfect will reformat the page a few seconds after you stop typing. If you want to reformat immediately, press Esc.

Note *You can use the Install command (at the start-up screen) to set the number of seconds PagePerfect waits before reformatting the page. See "Install" in the "File Manager" section.*

You can also enter text in Overtype mode. In this mode, each character you type replaces the character at the cursor.

To switch the text-entry mode between Insert and Overtype, press the Ins key. PagePerfect indicates the text-entry mode in the status line.

Using WordStar® or MultiMate™ Commands. You can use most WordStar® or MultiMate™ commands *within PagePerfect* for entering and editing text, and for specifying effects such as bold, italics, or underlining.

You can use WordStar commands any time you can use PagePerfect commands. To use MultiMate commands, you must first switch the word-processing mode.

To switch from PagePerfect commands to MultiMate commands:

- Select the View command (press F6).
- Select MULTIMATE.

  You can now enter and edit text just as if you were using MultiMate.

Note *You cannot use WordStar commands in MultiMate word-processing mode.*

To switch from MultiMate commands to PagePerfect commands:

- Press F6.
- Select VIEW.
- Select PAGEPERFECT.

See appendix B, "Using WordStar or MultiMate Commands," for more information about the WordStar and MultiMate commands you can use.

Insert Text from a File

You can insert text from a file that was created with PagePerfect, WordPerfect®, Microsoft Word®, WordStar®, WordStar® 2000, MultiMate™, Canon Expression™, and CanoWriter™.

You can also insert text from any text file that's in ASCII format or DCA format, which many word processors are capable of providing. (See the manual for your word processor to find out if it can create a file in ASCII or DCA format.)

PagePerfect preserves any character styles from the file you insert. For example, if a heading in the file appears in bold type, it will appear in bold in your current PagePerfect document also.

To insert text from a file:

- Place the cursor where you want to insert text from a file.
- Select the File command (press Shift-F3).
- Select INSERT FILE.
- Select the directory where the text file is stored.
- Select or type the filename.

Tip! *Generally, before inserting the text you should create a new paragraph for the text you insert (by pressing the* Enter *key). If you don't, the beginning or end of the text you insert will become part of the paragraph at the cursor.*

Tip! *The current paragraph's style determines the paragraph style used for the text inserted from the file. If you want the inserted text to have a different paragraph style, use the Change command to select that style before you select the File command. (See "Paragraph Styles.")*

Delete

To delete a character:

- Select the Delete command (press the Del key) to remove the character at the cursor.

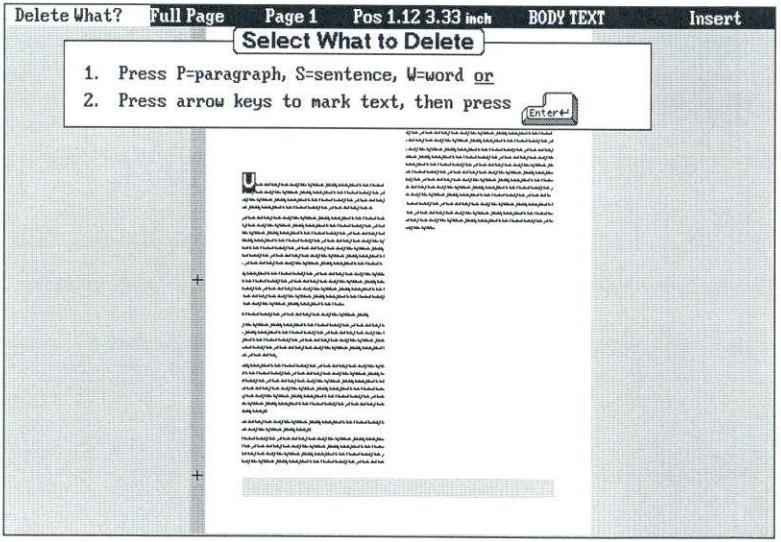
OR

- Press the backspace key to remove the character to the left of the cursor.

Note *You can delete more than one character by pressing the Del or backspace key repeatedly. The characters are deleted a half-second after you stop pressing the key.*

To delete a word, sentence, or paragraph:

- Place the cursor anywhere on the text you want to delete.
- Press Shift-Del.



- Type *P*, *S*, or *W* to delete the paragraph, sentence, or word.

To delete any range of text:

- Place the cursor at one end of the text.
- Press Shift-Del.
- Highlight the text you want to delete by moving the cursor over it.
- Press Enter.

To undo the delete:

- Select the Undo command (press F7).

Note *You cannot undo this delete if you delete text again, copy or move text, or exit PagePerfect.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you to select the text you want to delete. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

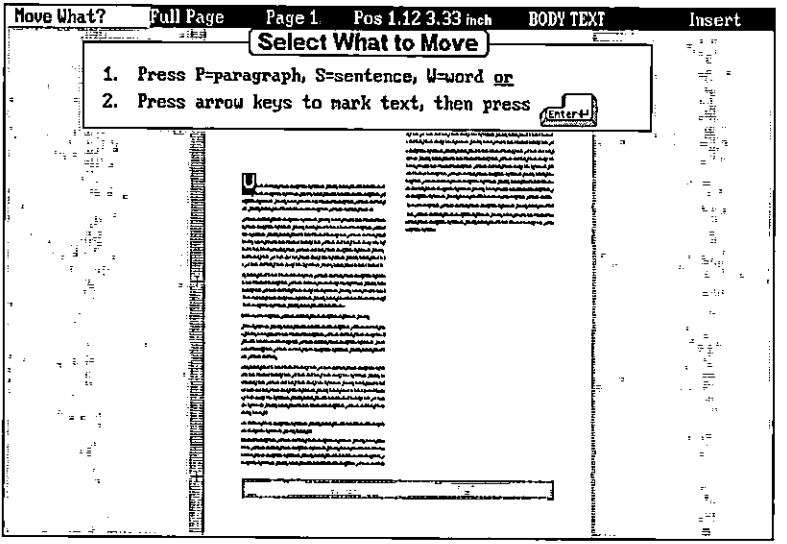
Copy or Move

To copy or move a word, sentence, or paragraph:

- Place the cursor anywhere on the text you want to copy or move.
- Select the Copy command (press F4) or the Move command (press Shift-F4).
- Type *P*, *S*, or *W* to highlight the whole paragraph, sentence, or word.
- Move the cursor to where you want to insert the highlighted text.
- Press Enter.

To copy or move a range of text:

- Place the cursor at one end of the text.
- Select the Copy command (press F4) or the Move command (press Shift-F4).



- Highlight the text you want to copy or move by moving the cursor over it.
- Press Enter.
- Move the cursor to where you want to insert the highlighted text.
- Press Enter.

To repeat a copy or move:

- Move the cursor to where you want to insert the highlighted text again.
- Select the multiple Copy command (press Alt-F4) or the multiple Move command (press Alt-Shift-F4).

To undo the copy or move:

- Select the Undo command (press F7).

Note *You cannot undo this copy or move if you copy or move text again, delete text, or exit PagePerfect.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you to select the text you want to copy or move, and another box telling you to specify where to copy or move it. If you don't want PagePerfect to display these boxes, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

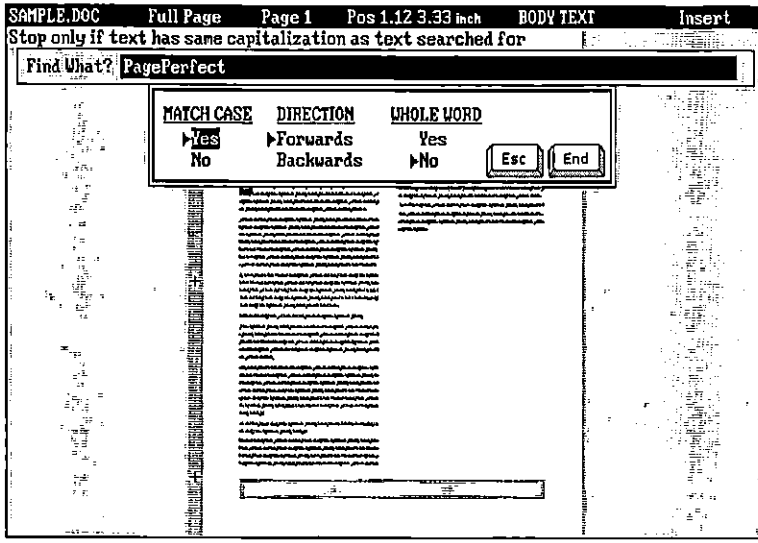
Tip! *To copy or move text from one page to another, use the View command (F6) to display both pages simultaneously, and use the Switch Window command (press the Sys Req key on a standard keyboard, or press the Pause key on an enhanced keyboard) to move the cursor from one page to the other.*

Find

You can find text using the Find command. PagePerfect searches forward or backward through the entire document, beginning at the cursor position. If necessary, the search continues at the beginning of the document (if searching forward) or end (if searching backward) and ends at the cursor position.

- Place the cursor where you want to begin the search for the text.
- Select the Find command (press F2).
- Type the text you want to find, then press Enter.

  You can enter up to 65 characters.
- Select FIND ONLY....



- Under MATCH CASE, select YES if you want to search only for text in which the capitalization of the characters matches that of the characters you entered.

  For example, if you enter *SoftWare* as the text to find and you select YES, PagePerfect searches only for the word *SoftWare*, not for *software*. If you select YES, PagePerfect searches for *Software*, *software*, or any other combination of uppercase or lowercase letters.

- Under DIRECTION, select BACKWARD if you want to search backward through the document rather than forward.

- Under WHOLE WORD, select YES if you want to search only for text that occurs as whole words, not as a series of characters included within other words.

  For example, if you had entered *soft* as the text to find and you select YES, PagePerfect will find occurrences of only the whole word *soft*, but not occurrences of the characters *soft* in the word *software*. If you select NO, PagePerfect will find all occurrences of the characters *soft*, including those in *software*.

- Press End to start the search.

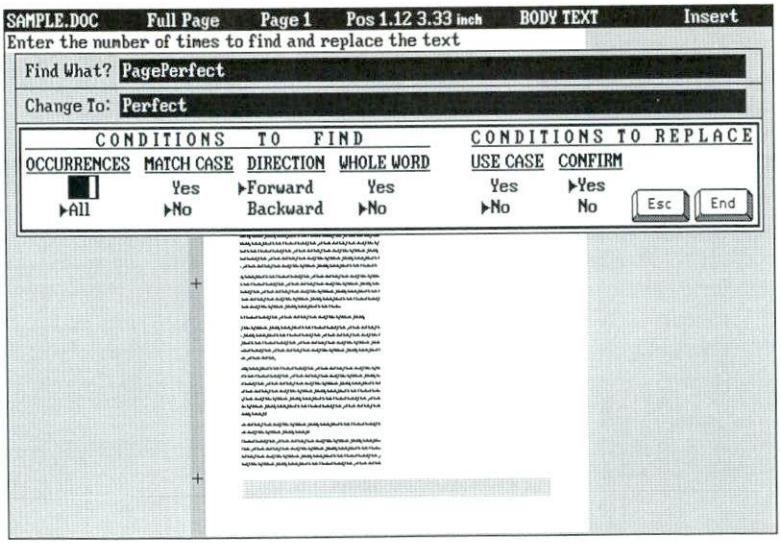
To find another occurrence of the same text, press Alt-F2 to restart the search.

Replace

You can replace text using the Find command. PagePerfect searches forward or backward through the entire document, beginning at the cursor position. If necessary, the search continues at the beginning of the document (if searching forward) or end (if searching backward) and ends at the cursor position.

- Place the cursor where you want to begin the search for the text.
- Select the Find command (press F2).
- Type the text you want to replace, then press Enter.

  You can enter up to 65 characters.
- Select REPLACE....
- Type the text you want to insert in place of the original text, then press Enter.



- Under OCCURRENCES, type the number of times you want to find and replace the text, then press Enter. Or, select ALL if you want to replace all occurrences of the text throughout the document.

- Under MATCH CASE, select YES if you want to search only for text in which the capitalization of the characters matches that of the characters you entered.

  For example, if you enter *SoftWare* as the text to find and you select YES, PagePerfect searches only for the word *SoftWare*, not for *software*. If you select NO, PagePerfect searches for *Software*, *software*, or any other combination of uppercase or lowercase letters.

- Under DIRECTION, select BACKWARD if you want to search backward through the document rather than forward.

- Under WHOLE WORD, select YES if you want to search only for text that occurs as whole words, not as a series of characters included within other words.

  For example, if you had entered *soft* as the text to find and you select YES, PagePerfect will find occurrences of only the whole word *soft*, but not occurrences of the characters *soft* in the word *software*. If you select NO, PagePerfect will find all occurrences of the characters *soft*, including those in *software*.

- Under USE CASE, select YES if you want the capitalization of the replacement text to be determined by its capitalization as it was entered.

  If you select NO, the capitalization of the replacement text will be determined by that of the original text.

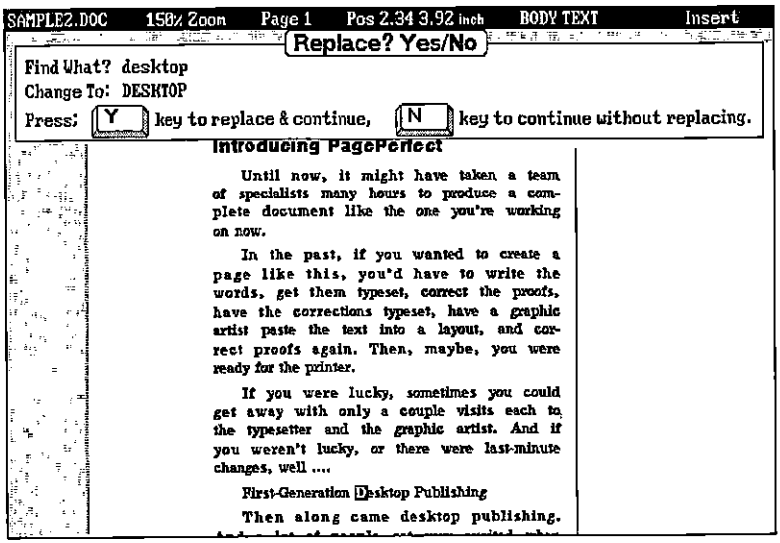
  For example, suppose the original text you enter is *specifying* and the replacement text is *changing*. Selecting NO will replace *specifying* with *changing* and replace *Specifying* with *Changing*. Selecting YES will replace both *specifying* and *Specifying* with *changing*.

- Under CONFIRM, select NO if you want you want PagePerfect to automatically replace the text each time it finds it, without asking whether you want to replace it.

  If you leave YES selected, PagePerfect will stop each time it finds the text and ask whether you want to replace it.

- Press End to start the search.

If you specified confirming each replacement, PagePerfect stops when it finds the text.


SAMPLE2.DOC 150% Zoom Page 1 Pos 2.34 3.92 inch BODY TEXT Insert
Replace? Yes/No
Find What? desktop
Change To: DESKTOP
Press Y key to replace & continue, N key to continue without replacing.
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....
First-Generation Desktop Publishing
Then along came desktop publishing.

- Type *Y* to replace the text and search for another occurrence of the text.

OR

- Type *N* to leave the text unchanged and search for another occurrence of the text.

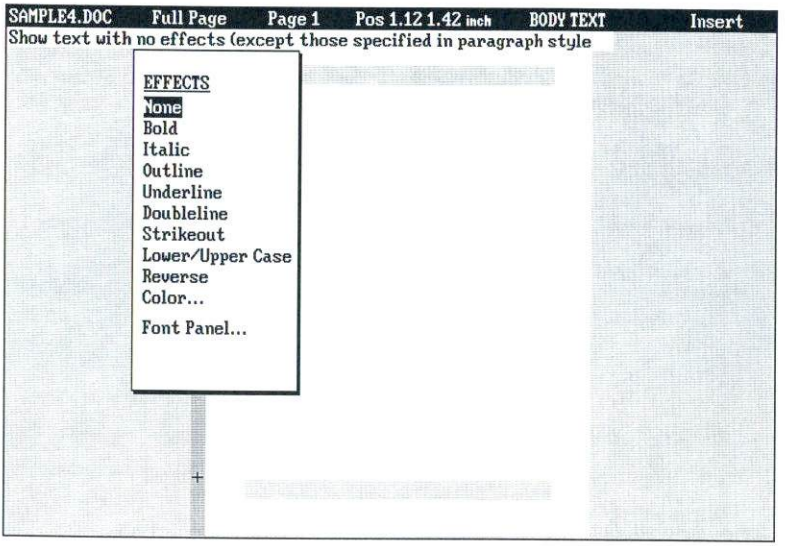
To repeat the find-and-replace:

- Press Alt-F2 to restart the search.

  PagePerfect repeats the find-and-replace on the number of text occurrences you specified previously.

Style

You can change the style of characters using the Style command (F9). When you select Style, PagePerfect displays a menu box that lists character effects you can select. It also includes an option called FONT PANEL..., which lets you specify the typeface, size, and multiple effects.



When to Select an Effect. Select one of the effects if you want to:

- Use a single effect for the text you highlight or enter.
- Add a single effect to whatever effects are already used for the text you highlight.

Remember that the *original* style of the characters in each paragraph is determined by the paragraph style you've selected for that paragraph.

Suppose the paragraph style for a particular paragraph specifies no effects for the paragraph's characters. To emphasize a word in the paragraph with italics (such as the word "original" in the paragraph above), you would select ITALIC from the menu box.

Or, suppose the paragraph style for a paragraph specifies italics for the whole paragraph—like the paragraph below. To emphasize the

word "Tip!" in bold italics, you would select the Style command and select BOLD.

Tip! *If you have already selected an effect using the Style command, you can add another effect by selecting the Style command again and selecting the second effect. If you want to specify two effects at the same time, however, it's easier to use the Font Panel... option.*

When to Select NONE. Select NONE if you want to "turn off" any effects you've previously specified using Style.

For example, suppose you have used the Style command to italicize a word, but later you change your mind. You could turn off the italics by selecting the Style command again, then selecting NONE.

Selecting NONE from the menu box turns off only effects that you selected using the Style command. After do you this, the look of the characters will be determined by the effects specified in the paragraph style. For example, if you selected NONE and highlighted "Tip!" in the tip above, "Tip!" would then appear only in italics, which is specified in the paragraph style for that paragraph.

When to Select FONT PANEL. Select FONT PANEL... if you want to:

- Change the typeface, size, or effects for the text you highlight or enter.
- "Turn off," for the text you highlight or enter, any effects that are specified in the paragraph style.
- Check the typeface, size, and effects used for the character at the cursor.

To turn off any effect that is shown in red, highlight it, then press Enter.

To style characters already on the page:

- Place the cursor on the text you want to style.
- Select the Style command (press F9).
- Select an option.
- If you select FONT PANEL..., select the specifications you want, then press End to continue.

- Highlight the text you want to style.

  You can use any of the cursor-movement keys to highlight the text.

- Press Enter.

To style characters when you enter them:

- Place the cursor where you want to enter styled characters.
- Select the Style command (press F9).
- Select an option.
- If you select FONT PANEL..., select the specifications you want, then press End to continue.
- Type the text you want styled, then press Enter.

To continue entering text that's *not* styled, just continue typing after you press Enter.

Note *If you copy or move text you have styled to another paragraph, any effects you have specified remain in effect at the new location. However, the typeface and size change to match the new location.*

Likewise, if you have changed the style of text within a paragraph and then you select a different paragraph style for that paragraph, the effects you specified remain in effect. The typeface and size are determined by the specifications in the new paragraph style.

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you to select the text you want to style. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Note *If you select* COLOR... *from the Style menu box, PagePerfect turns off the screen colors until you complete the command. The 2% and 6% gray tones appear as yellow, the 15% and 30% gray tones as light gray, and the remaining gray tones and the line textures as dark gray. After you complete the Style command, the screen colors change back to normal. When you print the document, it will show the colors you selected.*

Tip! *To display the page with the colors you selected, use the View command (F6) to switch the normal screen colors off.*

Spell

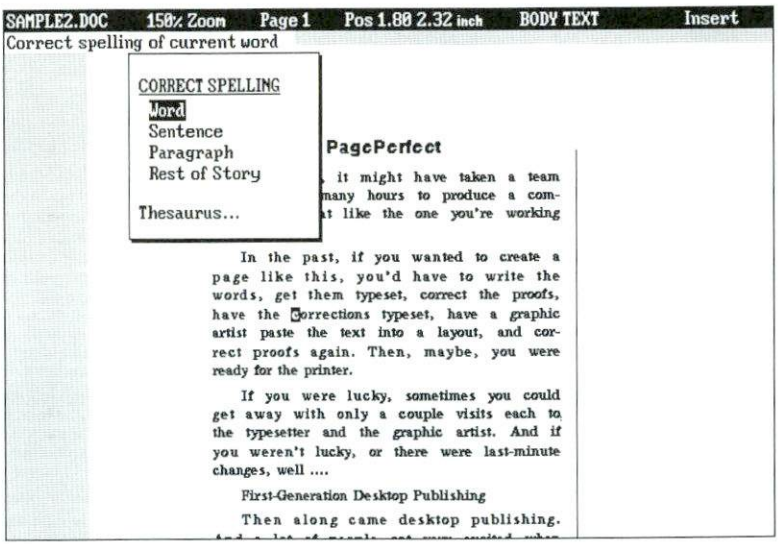
You can check the spelling of text using the Spell command.

To check spelling in the current document:

- Place the cursor anywhere on the text you want to check.

  You can check a single word, a sentence, or a paragraph. You can also check from the word at the cursor through the end of the current story (see "Text Blocks").

- Select the Spell command (press Shift-F1).

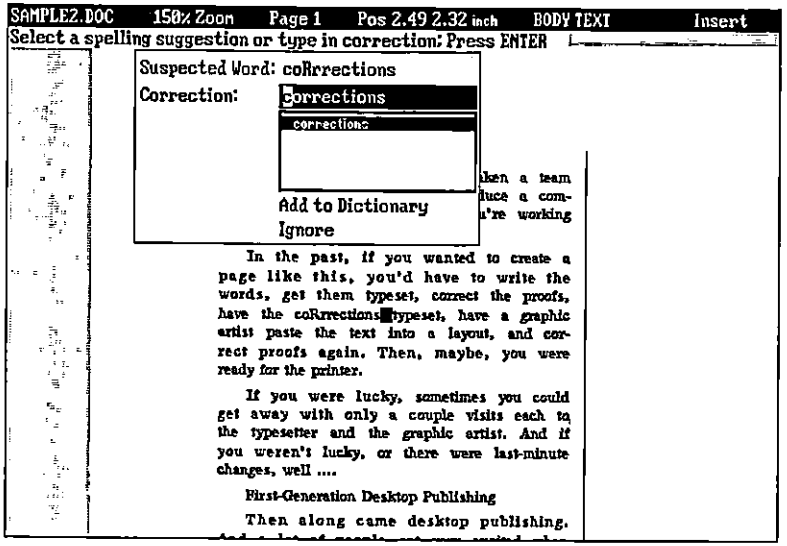

SAMPLE2.DOC 150% Zoom Page 1 Pos 1.80 2.32 inch BODY TEXT Insert
Correct spelling of current word
CORRECT SPELLING
Word
Sentence
Paragraph
Rest of Story
Thesaurus...
PagePerfect
it might have taken a team
many hours to produce a com-
t like the one you're working
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....
First-Generation Desktop Publishing
Then along came desktop publishing.

- Select the text you want to check.

When PagePerfect finds a word it doesn't recognize, it moves the cursor to that word and displays a list of suggested corrections. The corrections are listed in order of their probability of being the right correction.

Occasionally, PagePerfect will not recognize the word because it's not in PagePerfect's dictionary, even though the word is spelled correctly. But you can add any word PagePerfect doesn't recognize to a supplemental dictionary, so that PagePerfect will recognize that word the next time it is encountered.

You can select the correct spelling, add the suspect word to a supplemental dictionary, or tell PagePerfect to ignore the suspected word and continue.


SAMPLE2.DOC 150% Zoom Page 1 Pos 2.49 2.32 inch BODY TEXT Insert
Select a spelling suggestion or type in correction; Press ENTER
Suspected Word: coRrrections
Correction:
Corrections
corrections
Add to Dictionary
Ignore
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the coRrrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....
First-Generation Desktop Publishing
Then along came desktop publishing.

- Select the correct spelling from the list.

OR

- To add the word to the supplemental dictionary, select ADD TO DICTIONARY.

OR

- To ignore the suspected word and continue, select IGNORE.

  Select this option if the word PagePerfect suspects is spelled correctly, but you don't want to add it to the supplemental dictionary.

To check spelling in any document:

- At the start-up screen, select the Spell command (press Shift-F1).
- Select the directory where the document is stored.
- Select or type the document name.
- When PagePerfect stops at a word it doesn't recognize, select the appropriate option as described above.

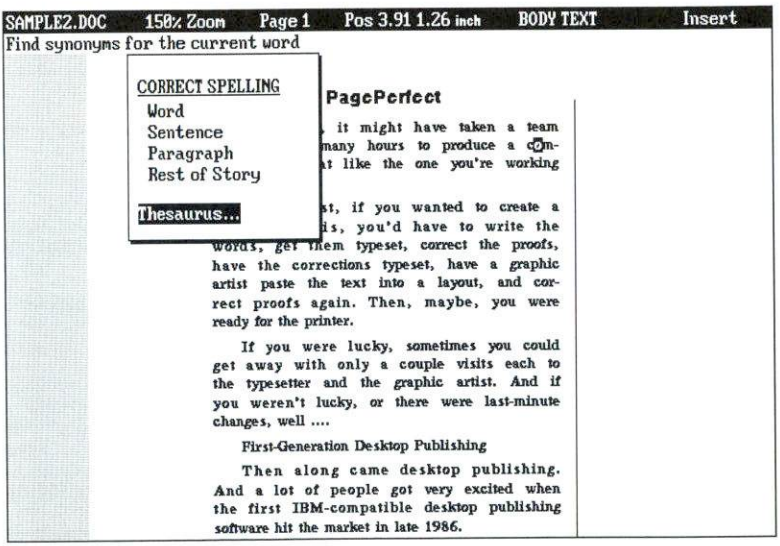
Thesaurus

If you can't think of exactly the right word to say what you want, you can use PagePerfect's built-in thesaurus to find synonyms.

Most words have more than one definition. When you're looking for a synonym, PagePerfect begins by displaying a list of possible definitions. After you select the one that's appropriate, PagePerfect displays a list of synonyms for it.

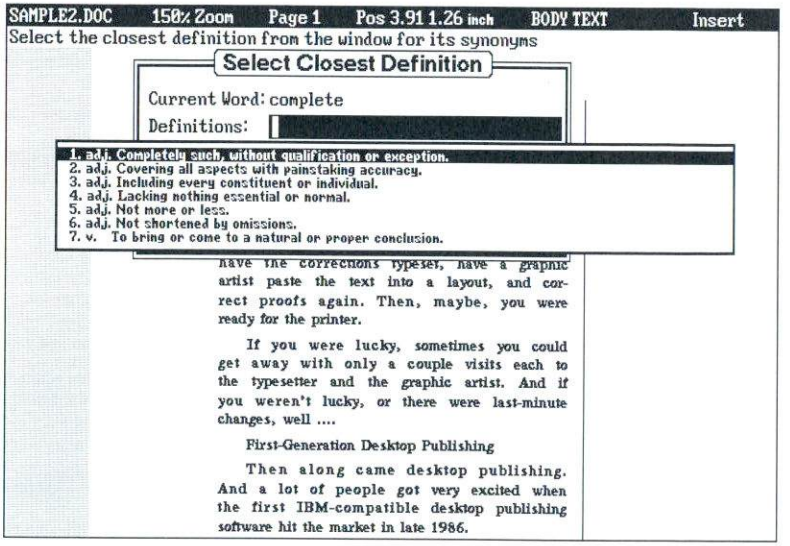
To find a synonym:

- Place the cursor on the word for which you want to find a synonym.
- Select the Spell command (press Shift-F1).
- Select THESAURUS....


SAMPLE2.DOC 150% Zoom Page 1 Pos 3.91 1.26 inch BODY TEXT Insert
Find synonyms for the current word
CORRECT SPELLING
Word
Sentence
Paragraph
Rest of Story
Thesaurus...
PagePerfect
it might have taken a team
many hours to produce a com-
like the one you're working
if you wanted to create a
you'd have to write the
have the corrections typeset, have a graphic
artist paste the text into a layout, and cor-
rect proofs again. Then, maybe, you were
ready for the printer.
If you were lucky, sometimes you could
get away with only a couple visits each to
the typesetter and the graphic artist. And if
you weren't lucky, or there were last-minute
changes, well ....
First-Generation Desktop Publishing
Then along came desktop publishing.
And a lot of people got very excited when
the first IBM-compatible desktop publishing
software hit the market in late 1986.

- Select the appropriate definition.

  PagePerfect displays a list of synonyms for that definition of the word.


SAMPLE2.DOC 150% Zoom Page 1 Pos 3.91 1.26 inch BODY TEXT Insert
Select the closest definition from the window for its synonyms
Select Closest Definition
Current Word: complete
Definitions:
1. adj. Completely such; without qualification or exception.
2. adj. Covering all aspects with painstaking accuracy.
3. adj. Including every constituent or individual.
4. adj. Lacking nothing essential or normal.
5. adj. Not more or less.
6. adj. Not shortened by omissions.
7. v. To bring or come to a natural or proper conclusion.
have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....
First-Generation Desktop Publishing
Then along came desktop publishing. And a lot of people got very excited when the first IBM-compatible desktop publishing software hit the market in late 1986.

- Select a synonym.

  You can now either use the synonym you've selected, find a synonym of the synonym, or look up a synonym for a different definition of the original word.

- Select the option you want:

  - If you select REPLACE WITH SYNONYM, PagePerfect replaces the original word with the synonym you've selected.
  - If you select SYNONYM OF SYNONYM..., PagePerfect displays definitions for the synonym you've selected. Select one, then select a synonym from the list that's displayed.
  - If you select CHANGE DEFINITION..., PagePerfect displays definitions for the original word. Select a different definition, then select a synonym from the list that's displayed.

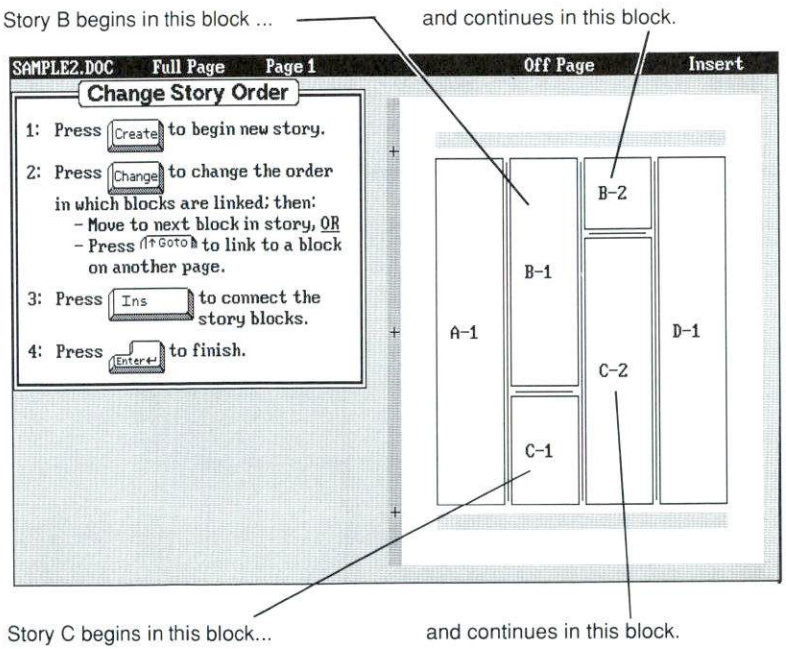
TEXT BLOCKS

If there is more than one text block on a page, the blocks are **linked** so that text flows from one block to the next. Text that flows through one or more text blocks is called a **story**.

PagePerfect lets you change the sequence of blocks in a story. For example, you can create a magazine-style page that contains more than one story, including some that continue on another page.

Use the Change command (F8) to change a story sequence and the Create command (F10) to begin a new story. After you select either of these commands, PagePerfect shows the full page with the text blocks outlined. Each block has a label with a letter and a number. The letter tells you which story the block belongs to. The number tells you the order of the block in the story.

Here's how PagePerfect would show a page that contains four stories, A thru D:


Story B begins in this block ...
and continues in this block.
SAMPLE2.DOC
Full Page
Page 1
Off Page
Insert
Change Story Order
1: Press Create to begin new story.
2: Press Change to change the order in which blocks are linked; then:
- Move to next block in story, OR
- Press Alt+Goto to link to a block on another page.
3: Press Ins to connect the story blocks.
4: Press Enter↵ to finish.
A-1
B-1
C-1
B-2
C-2
D-1
Story C begins in this block...
and continues in this block.

The labels for the stories on each page begin with A-1.

Change Story

To change a story sequence:

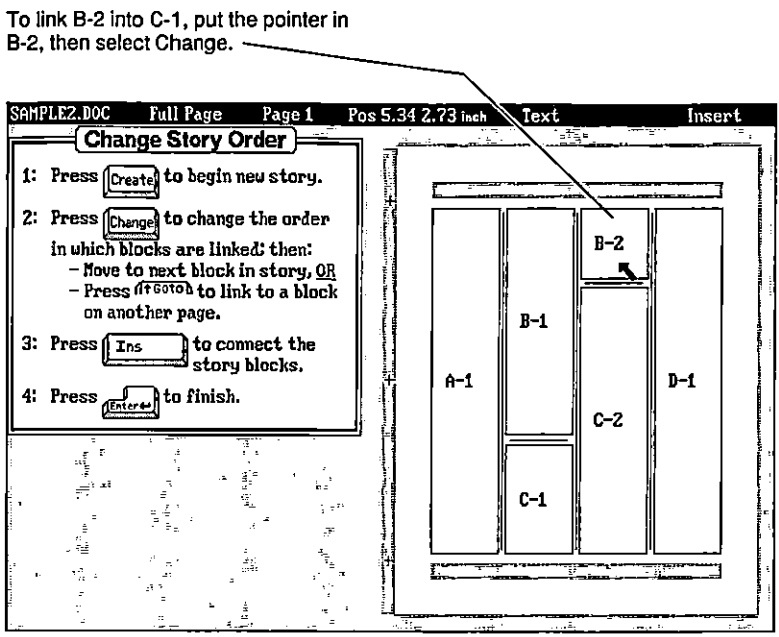
- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block you want to link into another block.

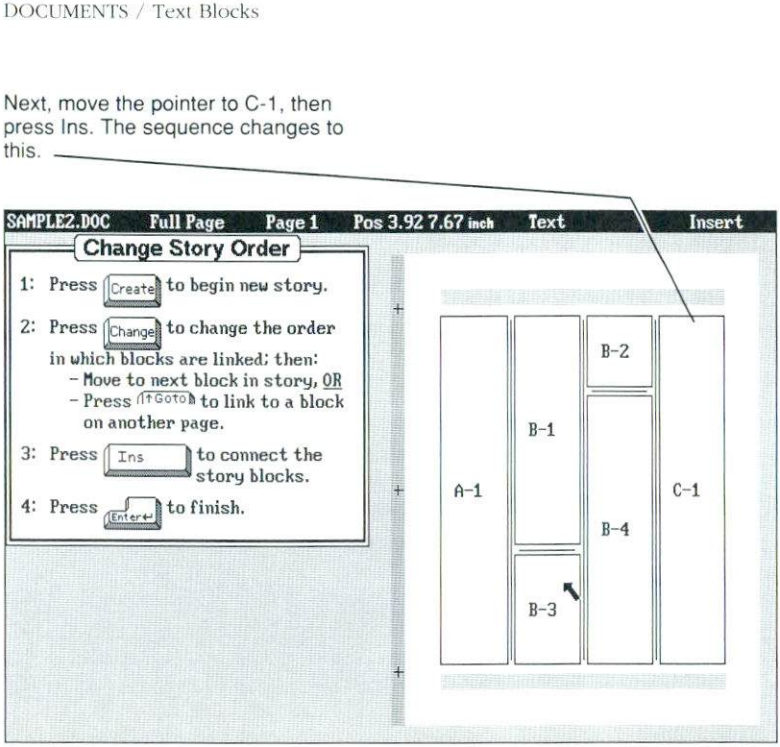
  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Change command (press F8).

  PagePerfect displays a label in each of the text blocks. The block you're about to link has a blinking label.
- If you want to continue the story on another page, select the Goto command (press Shift-F2), type the page number, then press Enter.
- Move the pointer into the block you want to link to, then press Ins.

  After you press Ins:

  - The block containing the pointer now has the blinking label.
  - All blocks that followed the block you just linked in its former sequence become part of the new sequence.
  - The labels change to show the new story sequence.


To link B-2 into C-1, put the pointer in B-2, then select Change.
SAMPLE2.DOC
Full Page
Page 1
Pos 5.34 2.73 inch
Text
Insert
Change Story Order
1: Press Create to begin new story.
2: Press Change to change the order in which blocks are linked; then:
– Move to next block in story, OR
– Press Alt Goto to link to a block on another page.
3: Press Ins to connect the story blocks.
4: Press Enter to finish.
A-1
B-1
B-2
C-1
C-2
D-1


Next, move the pointer to C-1, then press Ins. The sequence changes to this.
SAMPLE2.DOC Full Page Page 1 Pos 3.92 7.67 inch Text Insert
Change Story Order
1: Press Create to begin new story.
2: Press Change to change the order in which blocks are linked; then:
- Move to next block in story, OR
- Press Alt Goto to link to a block on another page.
3: Press Ins to connect the story blocks.
4: Press Enter to finish.
A-1
B-1
B-2
B-3
B-4
C-1

- If you want to add another block to the story, move the cursor to that block, then press Ins again.
- If you want to change the sequence of the blocks in the story, move the cursor to the first block you want to change, select the Change command (press F8), move the pointer into the block you want to link it to, then press Ins.
- If you want to begin a new story, move the pointer into the block you want first in the story, then select the Create command (press F10).
- When you're done, press Enter.
- Press *Y* to accept the changes, or press *N* to cancel them.

Tip! *You don't need to know which block you want to link before you select Change—you can select Change with the pointer in any block, then move the pointer and select Change again.*

Tip! *To link two stories into one, move the pointer into the block you want to link from, select Change (press F8), move the pointer into the first block of the story you want to link to, then press Ins.*

Tip! *If you just want to see the story sequences on a page, select the Change command (press F8), then press Esc to return to the normal display. (Don't use the Create command to do this—selecting it will change the linking.)*

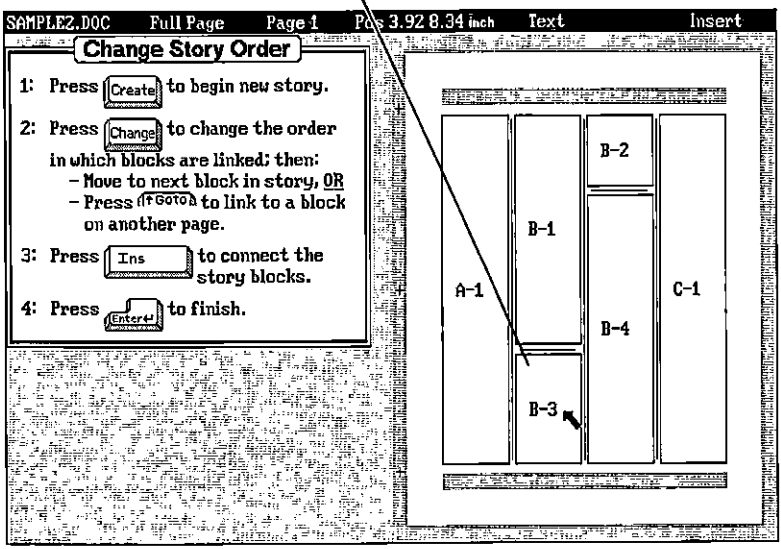
Create Story

To begin a new story:

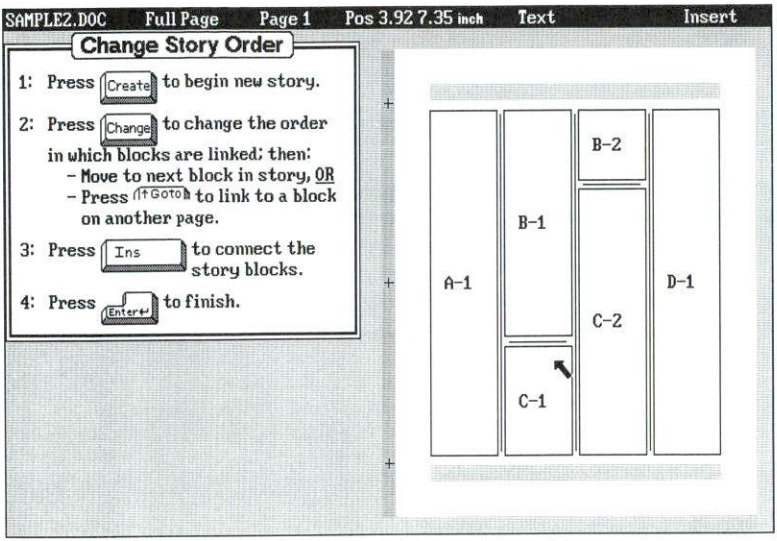
- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗).
- Move the pointer into the block where you want to begin a new story.

  You can move the pointer horizontally and vertically using the arrow keys, and diagonally using the Home, End, PgUp and PgDn keys. Holding down the Alt or Shift key while you press any of these keys moves the pointer in smaller or larger increments.
- Select the Create command (press F10).
  - The block containing the pointer becomes the first block in the new story. Its label blinks so you'll know that's the block you're linking after you move the pointer to another block.
  - All blocks that followed the block you just linked in its former sequence become part of the new story.
  - The labels show the new story sequences.

To create a new story beginning in B-3, move the pointer there and select the Create command.



The sequence changes to this.


SAMPLE2.DOC Full Page Page 1 Pos 3.92 7.35 inch Text Insert
Change Story Order
1: Press Create to begin new story.
2: Press Change to change the order in which blocks are linked; then:
- Move to next block in story, OR
- Press Alt Goto to link to a block on another page.
3: Press Ins to connect the story blocks.
4: Press Enter to finish.
A-1
B-1
C-1
B-2
C-2
D-1

You can now:

- Link the new story to another block on the current page or on another page.
- Begin another new story.
- Change the sequence of any other story.

■ If you want to continue the story on another page, select the Goto command (press Shift-F2), type the page number, then press Enter.

■ To link to another block, move the pointer into the block you want to link to, then press Ins.

After you press Ins:

- The block containing the pointer becomes the next block in the story and has a blinking label.
- All blocks that followed the block you just linked become part of the new story.
- The labels change to show the new story sequences.

- If you want to link another block, move the cursor into that block, then press Ins again.
- If you want to change the sequence of any story, move the cursor to the first block you want change, select the Change command (press F8), move the pointer into the block you want to link to, then press Ins.
- If you want to begin another new story, move the pointer and select the Create command (press F10) again.
- When you're done, press Enter.
- Press *Y* to accept the changes, or press *N* to cancel them.

Note *The asterisk (*) that appears in a text block is the end-of-text marker.*

Tip! *After you create a new story, use the Change command to continue existing stories onto other pages if there is more text than can fit in the blocks on the current page. PagePerfect indicates this condition with a plus sign (+) in the lower-right corner of a block.*

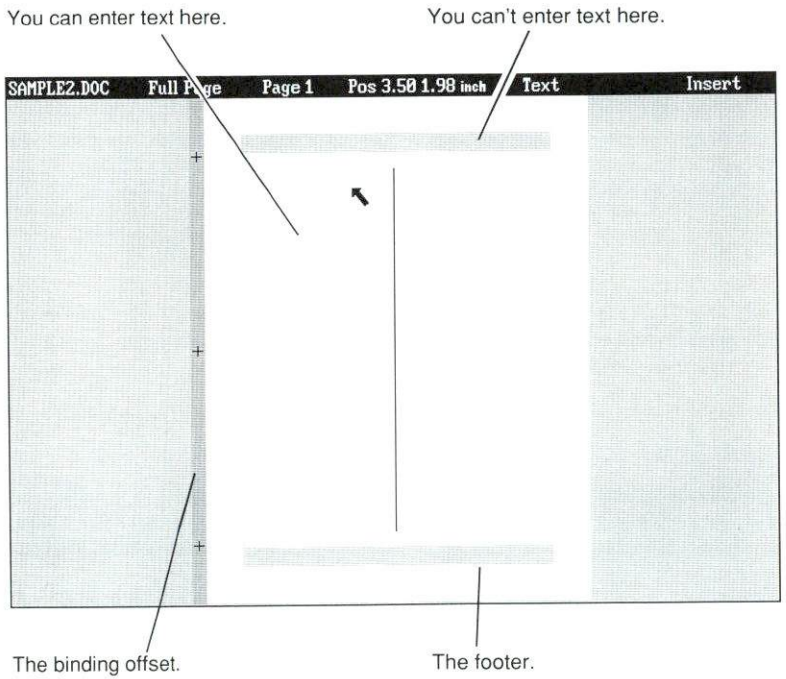
Tip! *A* **liftout** *is a text block—typically a small one between two other text blocks—that is not linked to other text blocks. Liftouts are typically used to show a* **pull-out***—a line or two of text shown in larger type than the surrounding text. You can create a liftout by creating two gutters in a text block, then using the Change command (as described above) to link the blocks before and after the liftout.*

If you continue a story on another page, you can use liftouts to show the reader where to find the rest of the story. To do this, create a liftout at the end of the last block on a page, then enter into it "Continued on page ...." Likewise, create a liftout where the story is continued, then enter into it "Continued from page ...."

VIEW

Colors

PagePerfect uses various colors for different page blocks.



If you use the Style command to specify colors on a page, the screen colors change back to normal after you complete the command. To see the page with the colors you selected, use the View command (F6) to switch the normal screen colors off.

- Select the View command (press F6).
- Select COLORS ON/OFF.

  PagePerfect shows the 2% and 6% gray tones in yellow; the 15% and 30% gray tones and the horizontal and vertical line textures in light gray; and the remaining gray tones and line textures in dark gray. When you print the document, it will show the colors you selected.

Pictures

When scrolling a page (see "Scroll" below) moves a picture onto the screen, PagePerfect takes a few moments to draw the picture. If you don't want to wait for pictures to be redrawn, you can use the View command to turn the display of pictures off.

To switch the display of pictures off or on:

- Select the View command (press F6).
- Select PICTURES ON/OFF.

Scroll

You can use the arrow keys to **scroll** (move) the page across the screen.

- Press the Scroll Lock key to set Scroll Lock on.

  PagePerfect signifies that Scroll Lock is on by changing the cursor into the form of an anchor.

- Press the arrow key indicating the direction you want to move the page.

  The page moves 8% of the screen width or height every time you press an arrow key. To move the page 1% each time, hold down the Alt key. To move the page 25% each time, hold down the Shift key.

To resume normal text editing, press the Scroll Lock key again to set Scroll Lock off.

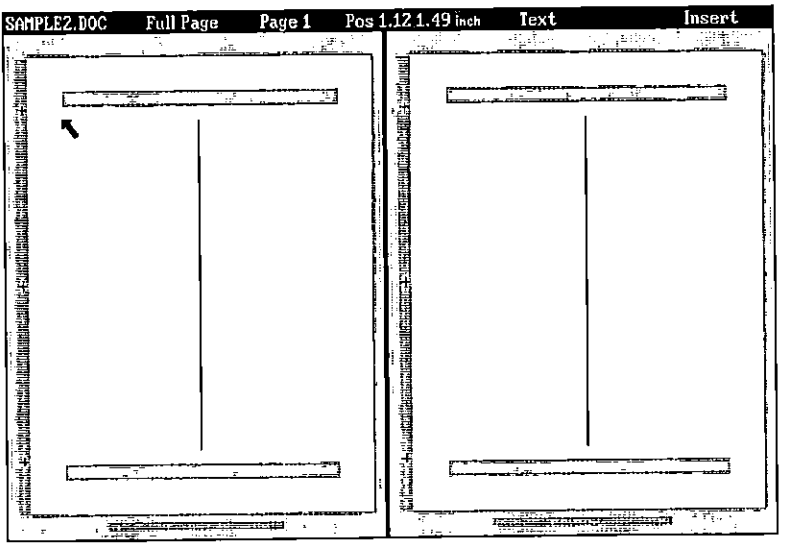
View Two Pages from the Same Document

PagePerfect lets you view and edit any two pages from the same document at the same time. You can do so by using the View command (F6) to open a second **page window** in the right half of the screen. When you do this, the new window shows the page that faces the page already on your screen.

You can display any page in either window, you can change the zoom in either window independently, and you can scroll each page independently within its window. Also, you can copy or move text between the documents in the two windows.

To display a dual view:

- Select the View command (press F6).
- Select DUAL.



To move the cursor between windows:

- Select the Switch Window command (press the Sys Req key on a standard keyboard or the Pause key on an enhanced keyboard).

  The information in the status line applies to the window that contains the cursor.

To return to a single view:

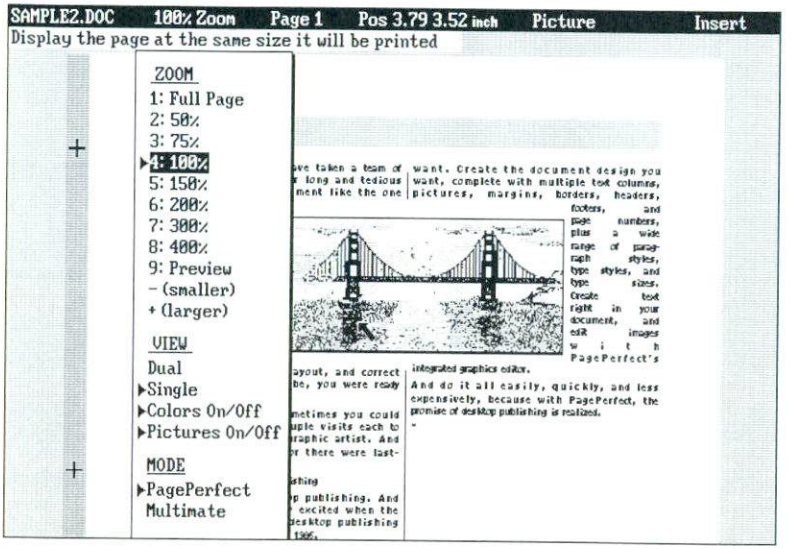
- Move the cursor into the window you want to remain open.
- Select the View command (press F6), then select SINGLE.

Zoom

When you begin to create a new document or change an existing document, PagePerfect displays pages on the screen at 1.5 times the size they will be printed. This is called a **zoom** of 150%. You can enter and edit text in any zoom, as long as the type is easily legible. The status line shows the current zoom.

To reduce or enlarge the size of the page on the screen:

- Select the View command (press F6).



- Type the number next to the zoom you want.
  - To reduce the size of the page on the screen, select a smaller zoom.
  - To see an entire page, select the FULL PAGE zoom.
  - To enlarge the size of the page on the screen, select a larger zoom.

OR

- To switch to the next smaller or larger zoom, press the - (minus) or + (plus) key at the right side of the keyboard.

For more information about viewing a document, see "Cursor Movement."

Stylesheets

A stylesheet is a collection of specifications that determines the look of a document. It includes page-size, page-layout, paragraph, and caption styles.

When you create a new document, you select a stylesheet that's appropriate for the type of document you're creating. Because you can use it for for any number of documents, a stylesheet lets you achieve a uniform and consistent look for all documents of a particular type.

Included with PagePerfect are 12 stylesheets designed for a variety of document types. You can use them as is, or you can modify them (or create new ones) to suit your particular needs. Appendix C shows samples of documents prepared using these stylesheets.

You do all operations with stylesheets—creating, changing, copying, deleting, or renaming—from the start-up screen. Because a stylesheet is a file, you can copy, delete, or rename it as you would any other file.

Tip! *To create a look or change the look for all* new *documents of a particular type, create or change the appropriate stylesheet. Note that changing a stylesheet does not affect documents you created* before *you change the stylesheet.*

Tip! *Here's a trick that lets you create a stylesheet that contains text:*

1. *Enter the text in a document, then select the Exit command (press F6) and exit to the start-up screen.*
2. *Select the Move command (press Shift-F4) and rename the document, moving it to the* STYLES *directory and changing its suffix from* DOC *to* STY. *(See "Move or Rename" in the "File Manager" section.)*
3. *Select the Change command (press F8), select* STYLESHEET, *then select the "stylesheeted" (renamed) document file.*
4. *Make the changes as you would in any other stylesheet, then exit to the start-up screen.*

When you select this stylesheet for a new document, the text will automatically appear in the document.

You can use this trick to create a stylesheet containing **boilerplate text** *(text that's used in many documents). For example, you could enter the standard terms of a contract in a Contract stylesheet. After you select this stylesheet for a new contract document, the boilerplate text will appear on your screen, and you can then enter the remaining text.*

Tip! *Here's a similar trick you can use to change the look of a document after you've created it:*

1. *If you're working on a document, select the Exit command (press F6) and exit to the start-up screen.*
2. *Select the Move command (press Shift-F4) and rename the document, changing its suffix from* DOC *to* STY. *(See "Move or Rename" in the "File Manager" section.) You can leave the file in the current directory, or you can move it to the* STYLES *directory.*
3. *Select the Change command (press F8), select* STYLESHEET, *then select the "stylesheeted" (renamed) document file. If you didn't move the file to the* STYLES *directory in the preceding step, you'll need to use the arrow keys to select the directory containing the renamed document file.*

4. *Make the changes as you would in any other stylesheet, then exit to the start-up screen.*

5. *When you're done, select the Move command again (press Shift-F4) and rename the document, changing its suffix back to* DOC.

The look of the document will now be determined by the changes you made in step 4.

Tip! *Here's a trick you can use to select a new stylesheet for a document after you've created it:*

1. *If you're working on the document, select the Exit command (press F6) and exit to the start-up screen.*

2. *Select the Create command (press F10) to create a new document, give it a different name than that of the document for which you want to use a new stylesheet, then select the new stylesheet for it.*

3. *Select the File command (press Shift-F3), select* INSERT FILE, *then select the old document to insert into the new document (see "Insert Text from a File" under "Text" in the "Documents" section). PagePerfect inserts the text from the old document into the new document. (The time required for this depends upon the size of the old document.) The paragraph style of all paragraphs inserted is determined by the paragraph style of the paragraph at the cursor.*

4. *Use the Change command (press F8) to change the paragraph style of any paragraphs for which you want a different style.*

5. *When you're done, select the Exit command (press F6) and exit to the start-up screen.*

6. *If you want to save the new document under the filename of the old document, select the Copy command (press F4), select the new filename, type the old filename, press Enter, and finally type* Y *to overwrite the old filename. Then, use the Delete command (press Del) to delete the new filename.*

CAPTIONS

You can enter a caption for a picture when you create it. If you do, PagePerfect stores it with the picture.

If you created a place for a caption under a picture block when you created the block, the caption automatically appears there when you put a picture into it.

Each stylesheet includes a caption style that determines the look of all captions in a document. The caption style specifies the paragraph style used for the caption, the caption's borders, and the caption's colors.

To change the caption style (after you've begun to change or create a stylesheet—see "Change" or "Create"):

- Select CAPTION from the stylesheet menu bar.
- To switch the paragraph style, select PARAGRAPH STYLE..., then select a style.
- To change the borders, select BORDERS..., select where you want borders, select their line width, then press End.
- To change the colors, select COLORS..., select the colors for the FOREGROUND (the text of the caption) and the BACKGROUND (the rest of the caption block), then press End.
- Press End when you're done.

Note *If you specify colors in a caption style, that specification overrides the colors specified in the paragraph style you selected for the caption.*

CHANGE

To change a stylesheet:

- At the start-up screen, select the Change command (press F8).
- Select or type the stylesheet name.

  PagePerfect displays the **stylesheet menu bar**.
- To change the page size, orientation, or binding offset, select SIZE.

  See "Page Size and Orientation."

- To change page layouts, select LAYOUT.

  See "Layouts."

- To change paragraph styles, select PARAGRAPH.

  See "Paragraph Styles."

- To change the caption style, select CAPTION.

  See "Captions."

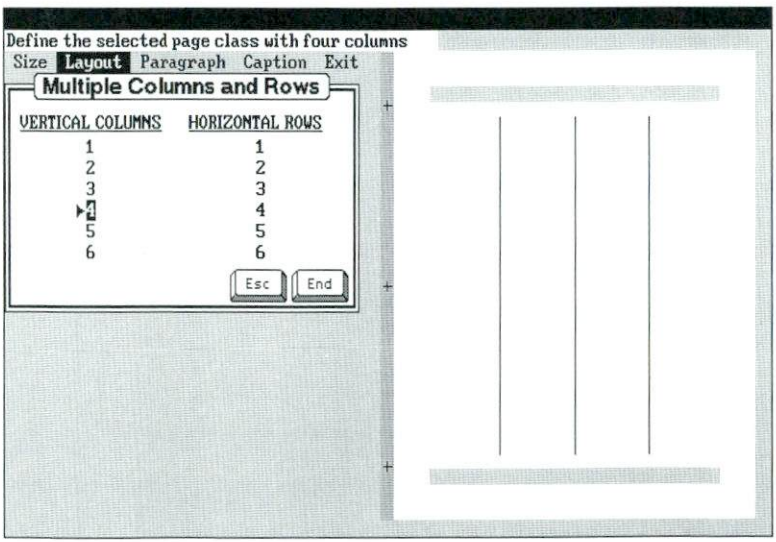
- When you're done, select EXIT to return to the start-up screen.

Note Do not *change the ASCII or BASIC stylesheet. PagePerfect uses the ASCII stylesheet when you're changing an ASCII file (that is, when you select* ASCII FILE *after selecting the Change command at the start-up screen). It uses the BASIC stylesheet when you create a new stylesheet.*

COLUMNS AND ROWS

To specify the number of columns or rows in a layout (after you've begun to change a layout—see "Layouts"):

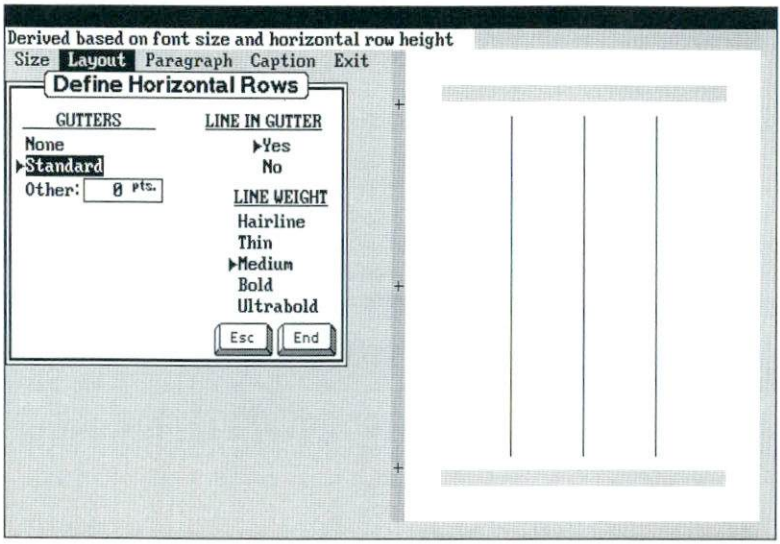
- Select NUMBER OF COLUMNS OR ROWS....



- Select the number of columns or rows you want.

  You cannot specify both column and rows in the same layout.

- Press End.



- If you have specified more than one column or row, select or enter the gutter size.

- Select YES under LINE IN GUTTER if you want to put lines in the gutters, then select their line width.

- Press End.

Note *If you select* STANDARD *for the gutter size, PagePerfect makes the gutter size 9 percent of the width of the columns or rows.*

CREATE

To create a stylesheet:

- At the start-up screen, select the Create command (press F10).
- Select STYLESHEET....
- Type a name for the stylesheet, then press Enter.

  PagePerfect displays the **stylesheet menu bar**.
- To change the page size, orientation, or binding offset, select SIZE.

  See "Page Size and Orientation."
- To change page layouts, select LAYOUT.

  See "Layouts."
- To change paragraph styles, select PARAGRAPH.

  See "Paragraph Styles."
- To change the caption style, select CAPTION.

  See "Captions."
- When you're done, select EXIT to return to the start-up screen.

Tip! *If you want to create a new stylesheet that's similar to an existing one, use the Copy command (F4) to copy the existing stylesheet under a different name, then use the Change (F10) command to modify the copy to suit your needs.*

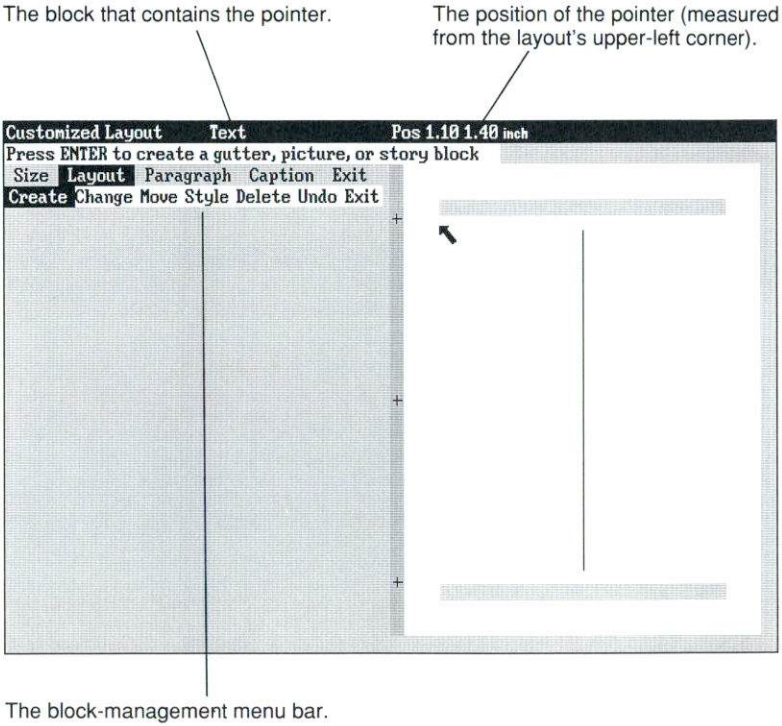
CUSTOMIZE LAYOUT

A layout is composed of **blocks**. These blocks include text columns or rows, gutters, picture blocks, caption blocks, margins, headers and footers, header and footer offsets (the spaces between the text blocks and the header or footer), and the binding offset. Each layout can contain up to 40 blocks.

You can customize a layout in a stylesheet by creating, changing, moving, styling, or deleting blocks.

To begin working with the blocks in a stylesheet layout (after you've begun to change a layout—see "Layouts"):

- Select CUSTOMIZE LAYOUT....


The block that contains the pointer.
The position of the pointer (measured from the layout's upper-left corner).
Customized Layout Text Pos 1.10 1.40 inch
Press ENTER to create a gutter, picture, or story block
Size Layout Paragraph Caption Exit
Create Change Move Style Delete Undo Exit
The block-management menu bar.

- Select the appropriate command from the block-management menu bar.

  You can select a command by pressing the corresponding command key—you can't highlight a command by pressing the arrow keys.

- When you're done, select EXIT.

Using the commands in the block-management menu bar, you can:

- Create, move, or delete a picture block (a place for a picture).
- Change the margins in a picture block.
- Create, move, or delete a gutter.
- Change the line in a gutter.
- Change a block's size.
- Change a block's borders or colors.

- Change the flow of text from one text block to another.
- Change or delete a header or footer.

For more information about the various types of blocks, see the appropriate headings in this section. For information about using the commands in the block-management menu bar, see "Blocks" in the "Documents" section.

Tip! *You work with layout blocks in a stylesheet layout the same way you work with page blocks in a document—except that you begin by selecting the Customize Layout... option instead of pressing the Num Lock key.*

GUTTERS

A **gutter** is a block that separates two text blocks. Gutters are created automatically when you specify more than one column or row in a layout using the NUMBER OF COLUMNS OR ROWS... option (see "Columns and Rows").

You can create a more complex arrangement of text blocks by creating, deleting, or moving gutters. For example:

- To make two text blocks out of one, create a gutter in the block.
- To join two adjacent text blocks into one, remove the gutter that's between them.
- To change the widths of two adjacent text blocks, move the gutter that's between them.

For information about creating, moving, or deleting a gutter, changing a gutter's size, borders, or colors, or adding, deleting, or changing a gutter line, see "Customize Layout" in this section and "Blocks" in the "Documents" section.

Tip! *To create "white space" in a layout (space where you don't want text to appear), create a large gutter there.*

Tip! *You work with gutters in a stylesheet layout the same way you work with them in a document—except that you begin by selecting the Customize Layout... option instead of pressing the Num Lock key.*

HEADERS AND FOOTERS

PagePerfect can put a header or footer at the top or bottom of each page.

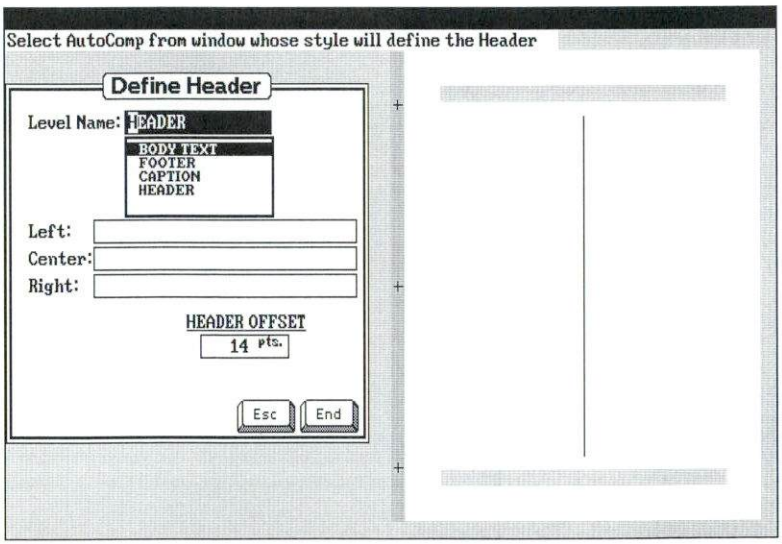
The specifications for a header or footer include:

- How it looks—its paragraph style.
- What it contains—text and/or a page number.
- The **offset** (distance) between the header or footer and the text blocks.

Note *If you want a page number to appear on each page, you must specify it in the header or footer. This means that if you want page numbers to appear, you must specify headers or footers even if you don't want any text to appear in the header or footer.*

To specify the headers or footers in a layout (after you've begun to change a layout—see "Layouts"):

- Select HEADERS... or FOOTERS....



- Select a paragraph style for the header or footer text.

  In a new stylesheet, the default (pre-selected) paragraph styles for headers and footers are HEADER and FOOTER, respectively. These paragraph formats use a **quadded** paragraph format. This means that text you enter in the data-entry box next to LEFT will appear at the left of the header or footer, text you enter next to CENTER will appear at the center of the header or footer, and text you enter next to RIGHT will appear at the right.

- To enter the text you want at the left, center, or right of the header or footer, highlight the appropriate data-entry box, type the text, then press Enter.

- To show the page number in the header or footer, hold down the Ctrl key and type #.

- To change the header or footer offset, highlight the data-entry box, type the distance, then press Enter.

  The offset is the distance between the header or footer and the text blocks. Enter the distance in points (1 point = 1/72 inch).

- Press End.

Note *If the header's or footer's paragraph style specifies a justified or ragged-right paragraph format and you enter text in more than one position, all the text you enter will appear in the left of the header or footer. If the style specifies a centered or flush-right paragraph format and you enter text in more than one position, all the text you enter will appear in the center or right of the header or footer.*

Note *The horizontal position of a header or footer is determined by the indents in the paragraph style you select for it.*

The header offset is measured between the bottom of the descender of a lowercase letter (such as "y") in the header and the top of an uppercase letter in the text.

The footer offset is measured between the top of an uppercase letter in the footer and the bottom of the descender of a lowercase letter in the text.

To delete the headers or footers from a layout (after you've begun to change a layout—see "Layouts"):

- Select CUSTOMIZE LAYOUT....

- Move the pointer into the header or footer, using the arrow keys.

  Holding down the Alt or Shift key while you press an arrow key moves the pointer in smaller or larger increments.

- Select the Delete command from the menu bar.

  PagePerfect deletes the header or footer block, plus the header or footer offset block.

Tip! *To restore the deleted header or footer, select the Undo command (press F7).*

HELP

You can get help with whatever you're doing by selecting the Help command (press F1).

LAYOUTS

Layout specifications include:

- The number of columns or rows.
- The sizes of the page margins.
- Whether to show borders around the page.
- The content and look of the headers or footers.
- The type and look of the page numbers.
- The arrangement of the **text blocks** and **picture blocks**—areas where you can put text and pictures.

PagePerfect lets you use up to three distinct layouts within a document: one for the first page, another for the remaining odd-numbered pages, and a third layout for the even-numbered pages. The three layouts make it especially easy for you to lay out lengthy documents, such as technical manuals—you don't need to design the layout of each page individually.

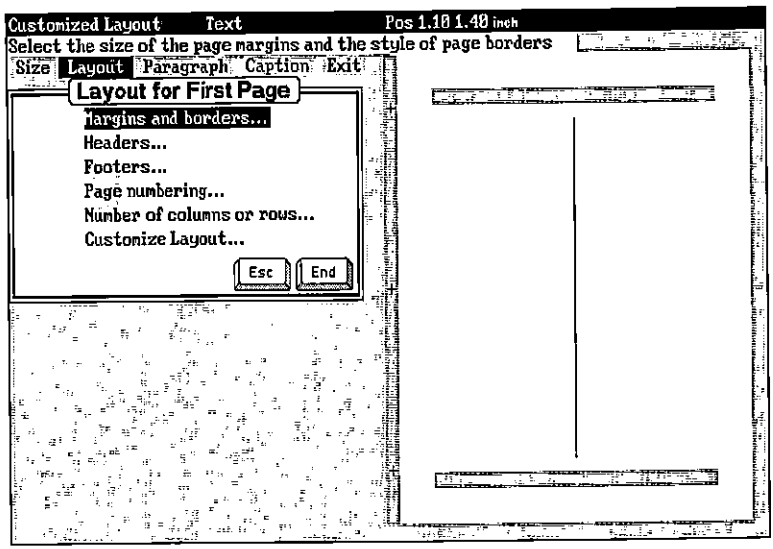
PagePerfect displays the correct page layout automatically. For example, when you begin a new document, PagePerfect displays the layout for the first page. When you start page 2 (or any even-numbered page), PagePerfect displays the layout for an even-

numbered page. Likewise, it displays the layout for an odd-numbered page whenever you start such a page.

To save time when changing layouts, PagePerfect lets you copy the specifications from the first-page layout into the odd-page layout, and copy the specifications from the odd-page layout into the even-page layout.

To change the first-page layout (after you've begun to change or create a stylesheet—see "Change" or "Create"):

- Select LAYOUT from the stylesheet menu bar.



PagePerfect displays a **page dummy** that will show the changes you make.

- Select which category of layout specifications you want to change.

  After you make a selection, PagePerfect displays a control box that shows the specifications currently in effect.

When you're done with the first-page layout:

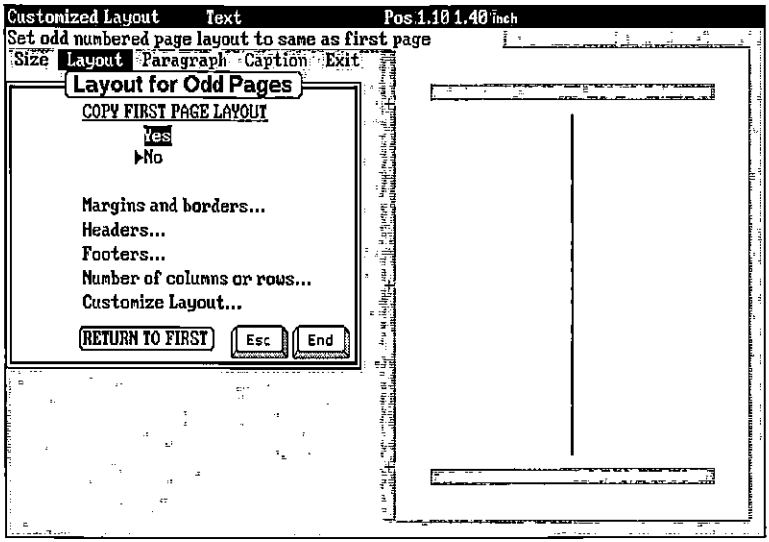
- To change the odd-page or even-page layout, press End.

OR

- To return to the stylesheet menu bar, press Esc.

To change the odd-page layout:

- After displaying the control box for the first-page layout, press End to display the control box for the odd-page layout.



- To copy the specifications from the first-page layout into the odd-page layout, select YES.
- To make new changes in the odd-page layout, select which category of layout specifications you want to change.
- To make new changes in the first-page layout, select RETURN TO FIRST.

When you're done with the odd-page layout:

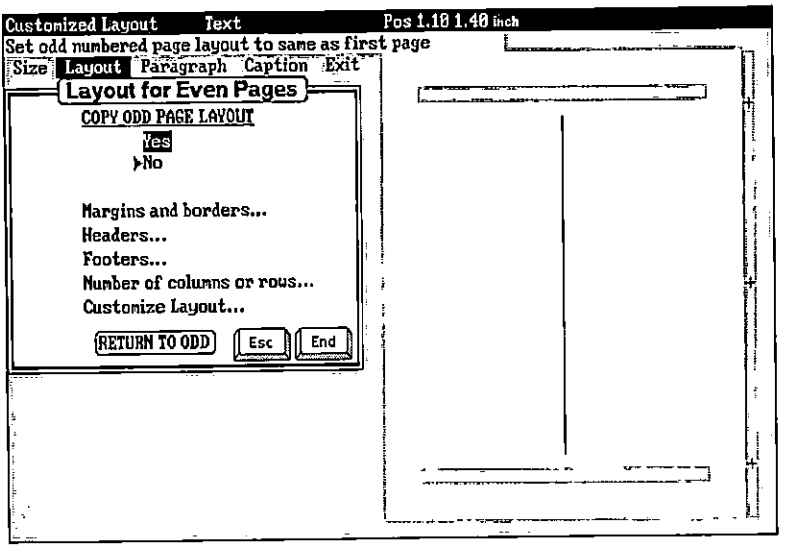
- To change the even-page layout, press End.

OR

- To return to the stylesheet menu bar, press Esc.

To change the even-page layout:

- After displaying the control box for the odd-page layout, press End to display the control box for the even-page layout.



- To copy the specifications from the odd-page layout into the even-page layout, select YES.
- To make new changes in the even-page layout, select which category of layout specifications you want to change.
- To make new changes in the odd-page layout, select RETURN TO ODD.

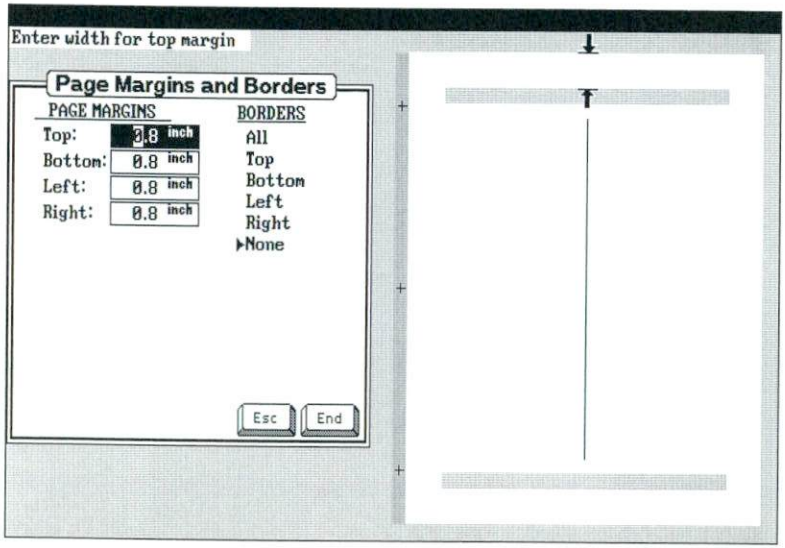
When you're done with the even-page layout:

- Press End to return to the stylesheet menu bar.

MARGINS AND BORDERS

After you've begun to change a layout (see "Layouts"):

- Select MARGINS AND BORDERS....



- For each margin you want to change, highlight the data-entry box, type the size, then press Enter.

  The arrows on the page dummy show the margin you're changing.

- Select where you want borders, then select a line width for them.

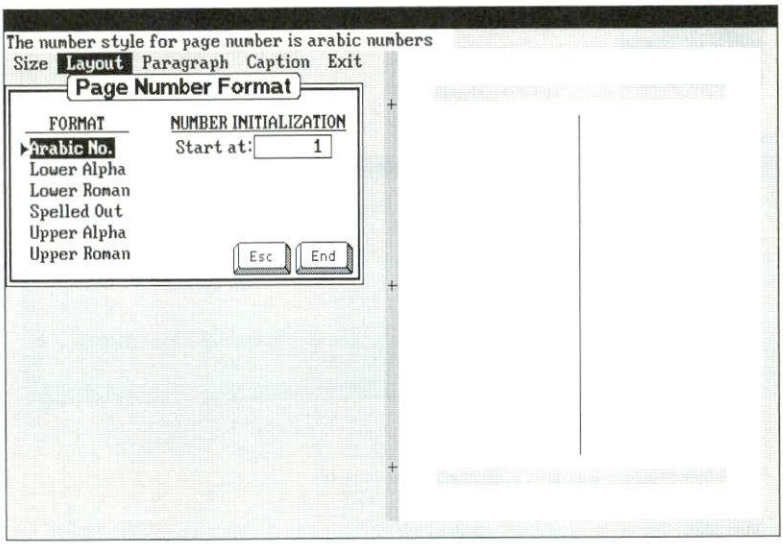
- Press End.

Tip! *If you specify borders for a text block, be sure to specify left and right indents in the paragraph styles so the text won't touch the borders.*

PAGE NUMBERING

PagePerfect will automatically number a document's pages if you include a page number in a header or in a footer. Therefore, if you want to show page numbers, you must specify the headers or footers as well as the page numbering itself—see "Headers and Footers".

To specify page numbering in a layout (after you've begun to change a layout—see "Layouts"):



- Select the FORMAT for the page numbers.
- Under NUMBER INITIALIZATION, type a page number next to START AT if you want the page numbers to start at a number greater than1.

  You should enter the start number in the Arabic format, regardless of what's selected under FORMAT.
- Press End.

Note *The typeface, size, and effects used for the page number are determined by the paragraph style you select for the header or footer that contains the page number.*

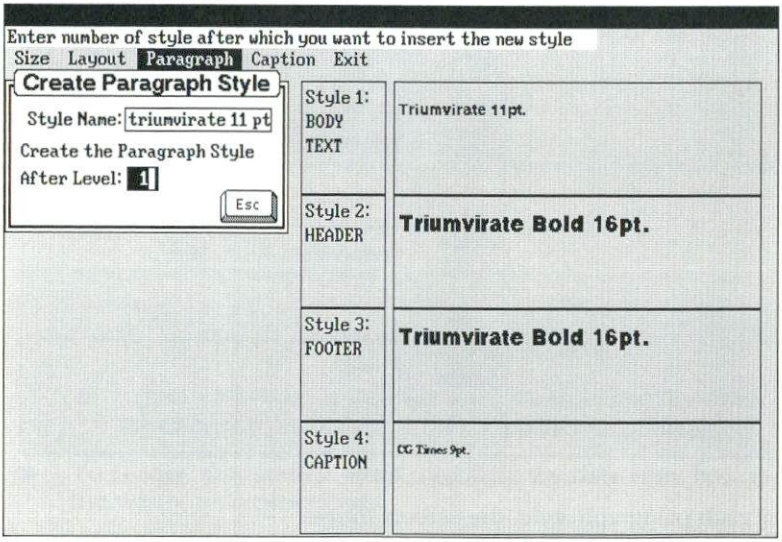
- The **typeface** (type style) for the text you enter in the paragraph.
- The type size, measured in **points**. (A point is a typesetter's unit equal to 1/72 inch.)
- Optional **effects**—underlining, double-underlining, reverse, or strikeout.

For information about using paragraph styles in a document, see "Paragraph Styles" in the "Documents" section.

Note *So that you can see how text you enter in the paragraph will look, PagePerfect displays the name of the typeface in that typeface itself with the size and whatever effects you have selected. It appears as it would if you were viewing a document at a zoom of 150%.*

Create

- Select Create from the paragraph-style menu bar.



- Type a name for the style, then press Enter.

- Type the number of the style after which you want to insert the new style, then press Enter.

  PagePerfect enters the style number and name, then lists the four categories of paragraph-style specifications.

- Select what you want to change.

  After you make a selection, PagePerfect displays a control box that shows the specifications currently in effect.

- When you're done with all the specifications, press End to return to the paragraph-style menu bar.

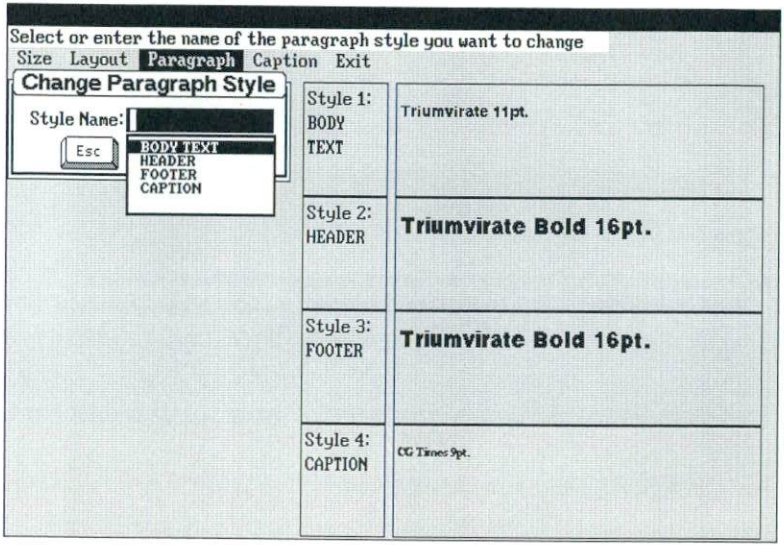
Tip! *If you want to see more paragraph styles before you assign a number to this new style, press Esc to return to the paragraph-style menu bar, then press PgDn.*

Tip! *You may find it easier to create a new paragraph style by copying an existing style, then changing the specifications in the copy.*

Change

By changing a paragraph style, you can quickly change the look of all the paragraphs that use that style.

- Select Change from the paragraph-style menu bar.



- Select or type the name of the style you want to change.
- To change the style name, type the new name, then press Enter.
- Select what you want to change.

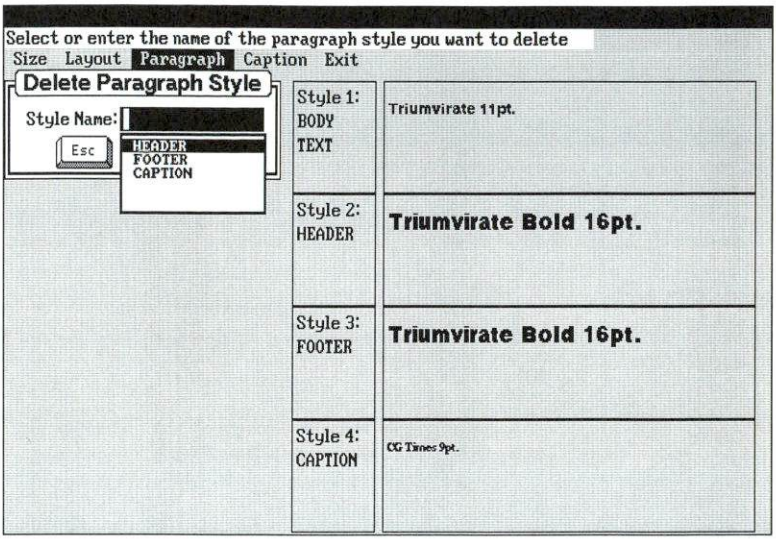
  After you make a selection, PagePerfect displays a control box that shows the specifications currently in effect.
- When you're done with all the specifications, press End to return to the paragraph-style menu bar.

Note *Style number 1 ("Body Text") is the default paragraph style—PagePerfect uses it for all text you enter in a document until you select a different paragraph style.*

Delete

PagePerfect lets you delete paragraph styles you no longer need.

- Select Delete from the paragraph-style menu bar.

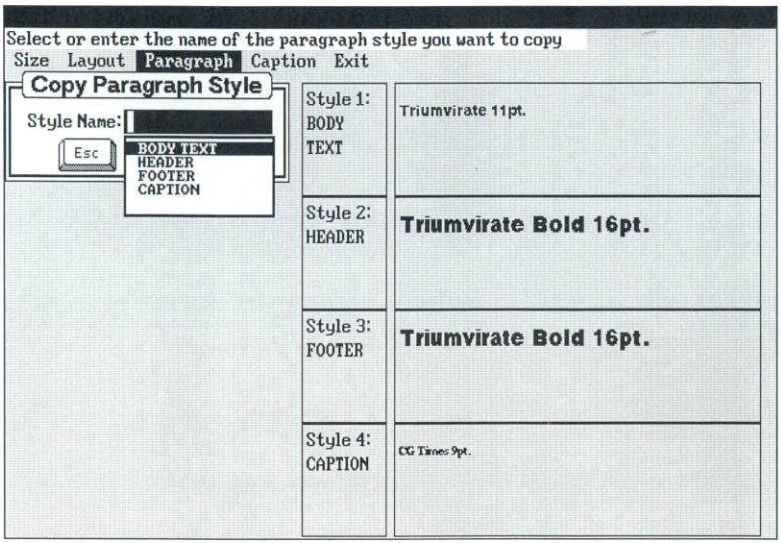


- Select or type the name of the style you want to delete.

Copy

If you want to create a paragraph style that's similar to an existing paragraph style, first use the Copy command to make a copy of the existing paragraph style. Then, use the Change command to change the style name, and any of the specifications you want to be different, in the copy.

- Select Copy from the paragraph-style menu bar.



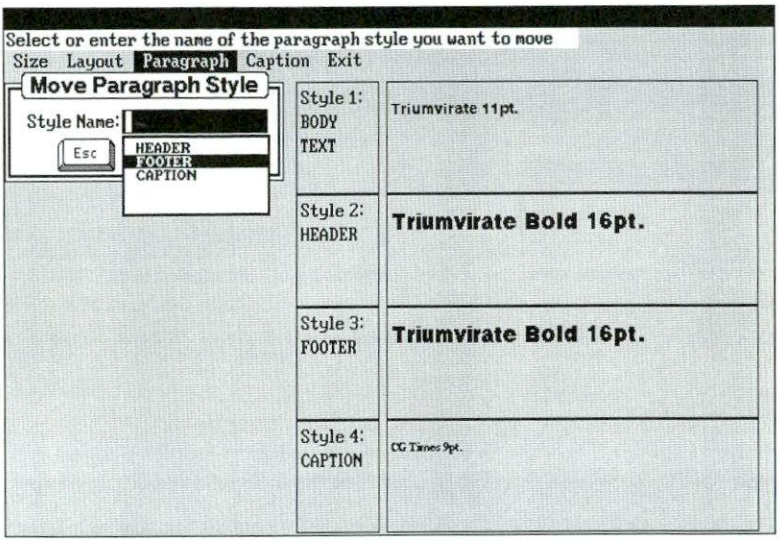
- Select or type the name of the style you want to copy.
- Type a name for the copy, then press Enter.
- Type the number of the style after which you want to insert the copy, then press Enter.

Tip! *To see more styles, press Esc to return to the paragraph-style menu bar, then press the PgDn key.*

Move

Use the Move command to change the order of the paragraph styles in the stylesheet.

- Select Move from the paragraph-style menu bar.



- Select or type the name of the style you want to move.
- Type the number of the style after which you want to insert the style you're moving, then press Enter.

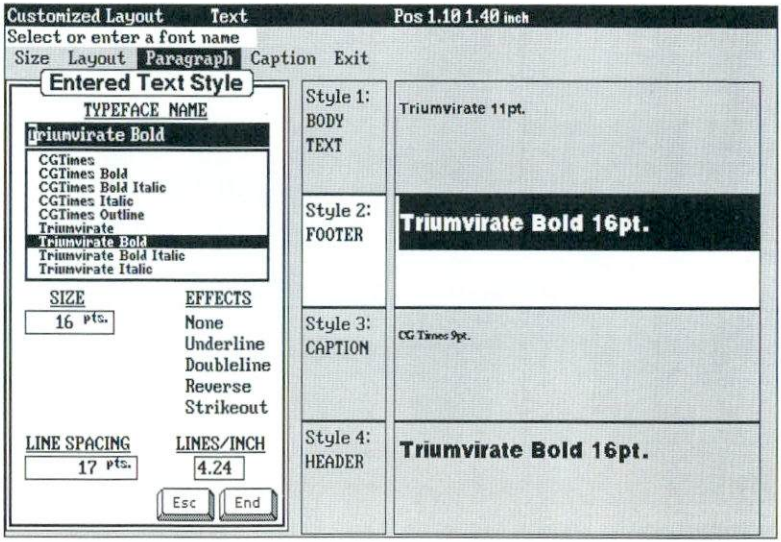
Note *Do not move paragraph style 1 to another position in the stylesheet. PagePerfect uses the first style for all new paragraphs you enter.*

Tip! *To see more styles, press* Esc *to return to the paragraph-style menu bar, then press the PgDn key.*

Entered Text Style

To specify the text style in a paragraph style (after you've begun to change or create a paragraph style—see "Change" or "Create" under "Paragraph Style"):

- Select ENTERED TEXT STYLE....



- Select the typeface.

  CGTIMES is a typeface that has **serifs**—small extra strokes ornamenting the extremities of a character's main strokes. CGTimes, which is similar to the typeface you're reading now, is typically used for **body text** (the majority of the text in a document).

  TRIUMVIRATE is a **sans serif typeface**—it does not have serifs. This line is shown in a typeface similar to Triumvirate. TRIUMVIRATE BOLD is often used for headings.

  COURIER is a **monospaced** typeface—`like the type on a typewriter and the typeface you're reading now, every character has the same width.` (CGTimes characters and Triumvirate characters have different widths than other characters of the same typeface, depending on the character.) Courier is handy for making tables, since

columns of characters can easily be separated by spaces (press the space bar).

- Select the type size.

  The type size is measured in points. (A point is a typesetter's unit equal to 1/72 inch.)

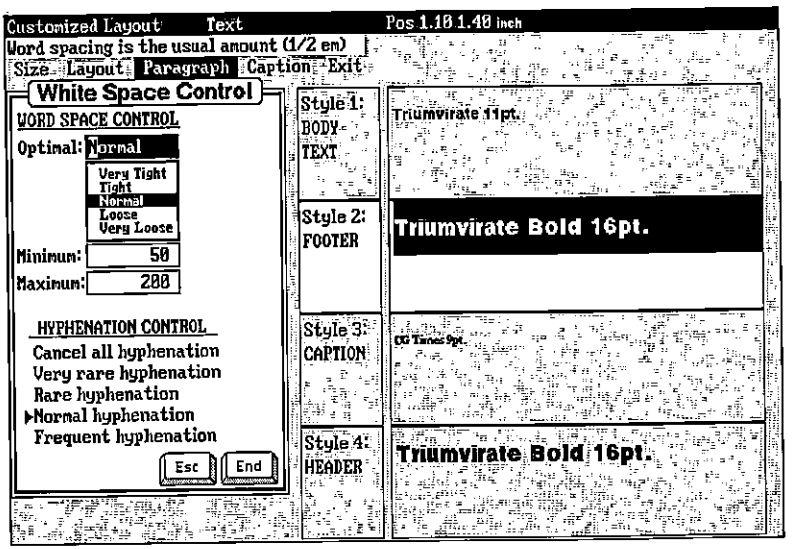
- To specify the line spacing, highlight the data-entry box, type the spacing, then press Enter.

  Enter the line spacing in points. When you press Enter, PagePerfect shows the number of lines per inch corresponding to the line spacing you've specified.

  In the document, the spacing you specify is added *after* each line.

- Select the effects.

- Press End to display the remaining specifications.



- Select the optimal word spacing.

  You can select any of five sizes of spaces for the OPTIMAL spacing between words, measured in **ems**. (The width of an em equals the width of the letter *M* in the selected typeface.)

For each specification:

- Highlight the appropriate box, then type a number and press Enter.

  The arrows on the thumbnail illustration indicate the highlighted indent graphically, while the help line describes it in words.

  The thumbnail changes to reflect each indent you enter. The indents are shown in proportion to the width of the thumbnail.

- Highlight each data-entry box, type the indent amount, then press Enter.

  The stylesheet thumbnail changes to reflect each indent you enter.

- Press End.

Note *PagePerfect adds the paragraph spacing you specify* after *each paragraph.*

Note *If you've selected the hanging-indent form of indentation, you can use the Tab key to align text in the first line with the rest of the paragraph. For example, suppose you want to show a heading at the left of the column with one or more lines of text to the right, like this ...*

Example This is an example of a paragraph that has a "hanging heading." This is an example of a paragraph that has a "hanging heading." This is an example of a paragraph that has a "hanging heading."

In the document, use the Create command to choose a paragraph style that uses the hanging-indent form of indentation, type the heading, press the Tab key, then type the rest of the paragraph. You can use the Style command to make the heading portion of the paragraph bold (see "Style" in the "Documents" section).

Note *Unless you change them, the* HEADER *and* FOOTER *paragraph styles have a special paragraph format, called quadded. This format lets you have text appear at the left, center, and right of headers or footers. If you select either of these paragraph styles after selecting the Change command from the paragraph-style menu bar, the "Paragraph Format" control box won't show any indentation symbols. However, you can specify the left*

and right indents and the paragraph spacing just as you do for any other paragraph format.

Tip! *Here's a trick you can use to create a three-column table in which the first table column is left-justified in the text column, the second table column is centered in the text column, and the third table column is right-justified in the text column. In the stylesheet, make a copy of the* HEADER *or* FOOTER *paragraph style (naming it, say,* TABLE*). In the document, use the Create command (press F10) to select this paragraph style, then:*

1. *Enter the text you want in the first column.*
2. *Press the Tab key to move the cursor to the middle of the text column, then enter the text you want centered.*
3. *Press the Tab key again to move the cursor to the right side of the text column, then enter the text you want there.*
4. *Press Enter to complete the paragraph.*

To enter another line in the table, repeat the preceding steps. When you're finished with the table, use the Create command (press F10) to enter a paragraph with some other paragraph style.

Tip! *Here's a trick you can use to create a table with more than three columns:*

1. *Create horizontal gutters in the text column to create a new text block in which the table will appear.*
2. *Create one or more vertical gutters between the two new horizontal gutters to create new "mini-columns."*
3. *Use the technique described in the preceding tip to create a one-column, two-column, or three-column table in each mini-column.*

Tip! *Suppose you want to insert extra space* before *a paragraph—say, before a heading. You can do this by creating a special paragraph style with zero paragraph spacing and a type size equal to the space you want to insert.*

For example, if you want to be able to insert 6 points of extra spacing before a new paragraph, create a paragraph style that has zero paragraph spacing and 6-point type for the entered text. In the document, move the cursor to where you want to insert the extra space, then use the Create command to create a new paragraph and select this special paragraph style for it.

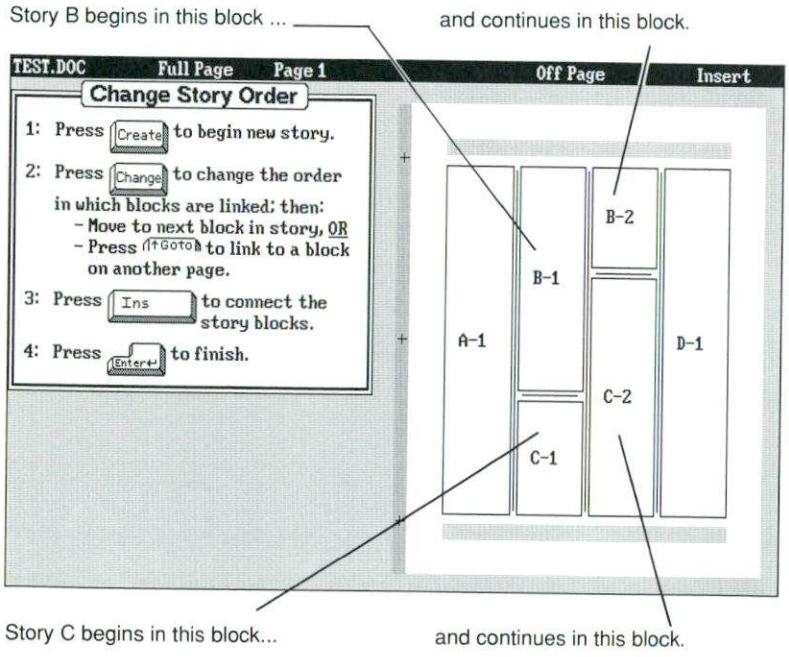
TEXT BLOCKS

If there is more than one text block in a layout, the blocks are **linked** so that text will flow from one block to the next in the document. Text that flows through one or more text blocks is called a **story**.

PagePerfect lets you change the sequence of a story's blocks in a master-stylesheet layout. For example, you can create a magazine-style layout that contains more than one story.

After selecting CUSTOMIZE LAYOUT..., use the Change command to change a story sequence and the Create command to begin a new story. After you select either of these commands, PagePerfect shows the text blocks outlined on the page dummy. Each block has a label with a letter and a number. The letter tells you which story the block belongs to. The number tells you the order of the block in the story.

Here's how PagePerfect would show a layout that contains four stories, A thru D:


Story B begins in this block ...
and continues in this block.
TEST.DOC
Full Page
Page 1
Off Page
Insert
Change Story Order
1: Press Create to begin new story.
2: Press Change to change the order in which blocks are linked; then:
- Move to next block in story, OR
- Press Alt+Goto to link to a block on another page.
3: Press Ins to connect the story blocks.
4: Press Enter↵ to finish.
A-1
B-1
B-2
C-1
C-2
D-1
Story C begins in this block...
and continues in this block.

For more information about changing a story's sequence and creating a new story, see "Customize Layout" in this section and "Text Blocks" in the "Documents" section.

Tip! *You work with text blocks in a stylesheet layout the same way you work with them in a document—except that you begin by selecting the* CUSTOMIZE LAYOUT... *option instead of pressing the Num Lock key. Also, you can't link a story to a block on another layout.*

File Manager

PagePerfect's File Manager lets you:

- Easily select files and directories.
- Copy, move, rename, and delete files and directories.
- Mark several files so that you can copy, move, rename, or delete all of them at once.
- View and print files.
- Create new subdirectories.

You can do these file operations with any file on your disk—not just with PagePerfect document and stylesheet files.

Tip! *To get help with whatever you're doing, select the Help command (press F1).*

FILES

PagePerfect works with several kinds of files. They are distinguished from each other by the suffix that follows the dot (.) in the filename.

- **Document (.DOC) files.** You can keep document files in any directory.
- **Stylesheet (.STY) files.** PagePerfect automatically stores these files in the STYLES directory, and looks in that directory when you need to select one. You should not move a stylesheet file to a different directory; if you do, you won't be able to change it or select it for a document.
- **Picture (.PIC) files.** It's most convenient to keep these files in the PICTURES directory, because PagePerfect automatically selects that directory when you need to select a picture file. However, PagePerfect lets you select a different directory when creating, changing, or inserting a picture, so you can keep these files in any directory. For example, you might create subdirectories under the PICTURES directory, and keep different types of pictures in each subdirectory.
- **Macro (.MAC) files.** PagePerfect automatically stores these files in the MACROS directory, and looks in that directory when you need to select one. You should not move these files to a different directory; if you do, you won't be able to select them if you want to be able to have them appear in the list box when you select a macro.
- **Text files.** These files are created with other word processors. You can keep text files in any directory. Since many word processors automatically add the suffix DOC to the filename, it's recommended that you do not keep text files in the same directory as PagePerfect document files. (You can use the Move command in the File Manager to change the suffix of a text file from DOC to TXT.)
- **Backup (.BAK) files.** When you save a document after making changes to it, PagePerfect automatically creates a backup file containing the previous version of the document. Backup files let you recover from mistakes.
- **Temporary (.$$$) files.** PagePerfect creates temporary files while you are working on a document. Temporary files with the $$$ suffix are created in the directory that contains the document. Other temporary files are created in the TEMP directory.

PagePerfect normally deletes the temporary files when you exit the program. However, if a power failure occurs while you're working with PagePerfect, temporary files may remain on your disk.

PagePerfect adds the appropriate suffix when you create a document, stylesheet, picture, or macro file. The portion of a filename that you enter can be any combination of up to eight letters (A thru Z), digits (0 thru 9), or these characters:

$ & % ' ( ) - @ ^ { } ~ ` ! _ #

Tip! *If you want to work on a backup file and save it as a document, first use the Move command in the File Manager to change its suffix from* BAK *to* DOC. *Change the rest of the filename also, unless you want to replace the original document file with the backup file. You can then edit the backup document as you would any other document.*

To copy text from the renamed backup document into the original document: 1) delete all the text in the backup document that you don't *want to copy; 2) save and exit the backup document; 3) bring the original document onto the screen and use the File command to insert the text from the backup document into the original document.*

Tip! *If you get the message* **DISK FULL** *when you're saving a document, there is not enough space on your disk to store it. You can make more disk space available by deleting backup files and temporary files, as well as any other files you no longer need.*

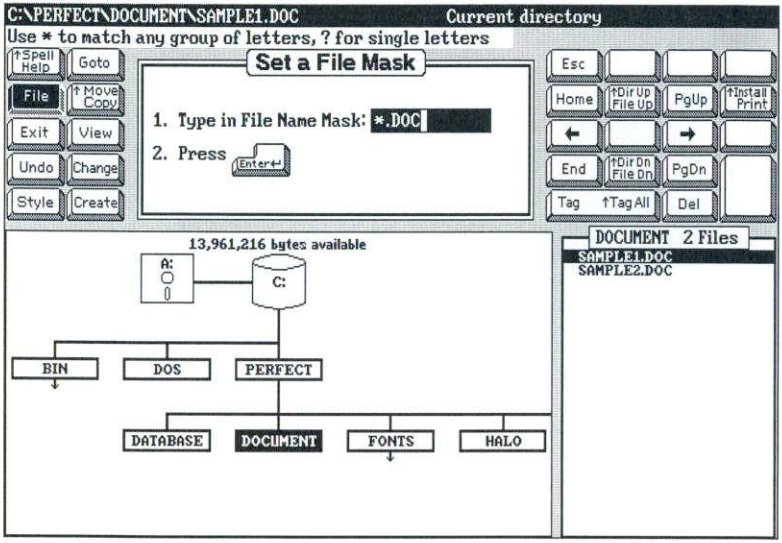
*You can delete a file while you're working on a document using the Delete File option of the File command. If you're working at the start-up screen, you can delete all backup or temporary files in a directory by going to the start-up screen, using the File command to create a *.BAK or *.$$$ filename mask (see "Mask"), tagging all the filenames by pressing Shift-Ins, then pressing Alt-Del. If you want to delete all backup or temporary files in multiple directories, switch to Multiple Directory mode before tagging the files. You can delete all files in the TEMP directory, without creating a filename mask, by tagging them and pressing Alt-Del.*

Mask

The list box in the start-up screen normally shows all filenames in the selected directory. You can narrow the range of filenames that appear in the list box by specifying a **filename mask**.

To specify a filename mask:

- Select the File command (press Shift-F3).



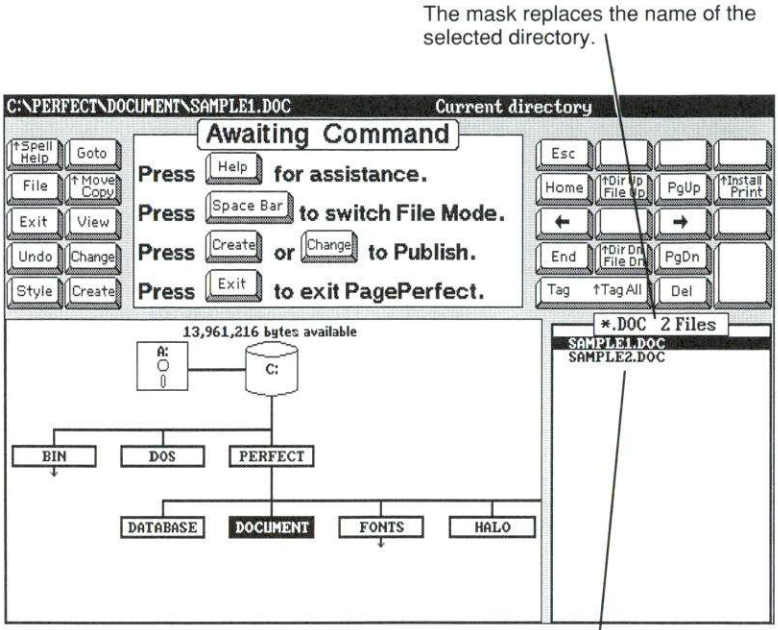
- Type a filename mask consisting of the characters you want the listed filenames to contain.

  For example, type the mask **.doc* to list all document files. The *** and *?* **wildcard characters** represent character positions where any character will do.

  - Type a question mark (?) where any character can appear in a *single* character position. The file mask can contain one or more question marks to the left or to the right of the dot (.) in the filename.

  - Type an asterisk (*) where any character or combination of characters can appear. The file mask can contain one asterisk to the left and/or one to the right of the dot in the filename. On either side of the dot, you can include one or more specific characters *before* an asterisk.

- Press Enter.



Tip! *You cannot successfully use a filename mask that has one or more characters* after *an asterisk. Instead, type several question marks followed by the specific characters you are searching for.*

Examples:

If you specify ...	**PagePerfect will list only filenames that ...**
report?.doc	begin with the characters *report*, follow with any single character, and have the suffix *doc*
exp???87.doc	begin with the characters *exp*, follow with any three characters and then the characters *87*, and have the suffix *doc*

If you specify ...	PagePerfect will list only filenames that ...
???jun87.doc	begin with any three characters, follow with the characters *jun87*, and have the suffix *doc*
**.doc*	have the suffix *doc*
chap.doc*	begin with the characters *char* and have the suffix *doc*
*memo??dp.**	begin with the characters *memo*, follow with any two characters and then the characters *dp*, and have any suffix

To list all of the directory's filenames again, select the File command again and enter **.** as the filename mask.

Select

To copy, move, rename, or delete a single file, you first highlight its filename in the list box.

To do these operations on more than one file at a time, you first **tag** those files in the list box.

To tag or untag a single file:

- Select the filename in the list box.
- Select the Tag command (press the Ins key).

  You can tag as many files as you want.

To tag or untag all files in the list box:

- Select the Tag All command (press Shift-Ins).

Copy

You can use the Copy command to copy either the file that's highlighted, or all files that are tagged.

To copy a single file:

- Select the Copy command (press F4).
- Select the directory that contains the file.
- Select the filename.
- Select the directory where you want to store the copied file.
- If you want to store the copy under a new filename, type the name.
- Press Enter.

To undo the copy, select the Undo command (press F7).

Note *You cannot undo a copy of files stored on a floppy disk.*

Note *If you're copying a document, stylesheet, or picture file and storing it under a new filename, be sure to complete the filename by typing* .DOC, .STY, *or* .PIC *before pressing Enter.*

Tip! *If you enter a new filename for the copied file, you can use the ? and * wildcard characters (see "Mask" above).*

To copy multiple files:

- Select the directory that contains the files.
- Tag the files you want to copy.
- Select the multiple Copy command (press Alt-F4).
- Select the directory where you want to store the copied files.
- If you want to store the copies under new filenames, specify the new filenames with the the ? and * wildcard characters. (See "Mask" above.)
- Press Enter.

To undo the copy, select the Undo command (press F7).

Note *You cannot undo a copy of files stored on a floppy disk.*

Note *If you're copying document, stylesheet, or picture files and storing them under new filenames, be sure to complete the filenames by typing* .DOC, .STY, *or* .PIC *before pressing Enter.*

Move or Rename

You can use the Move command to move or rename either the file that's highlighted, or all files that are tagged.

If you only want to rename the highlighted file or the tagged files but not move them to a different directory, begin by selecting the Move command, and *don't* select a different directory to move to.

To move or rename a single file:

- Select the Move command (press Shift-F4).
- Select the directory that contains the file.
- Select the filename.
- Select the directory where you want to store the moved file.

  If you only want to rename the file, skip this step.
- If you want to rename the file, type in the new name.
- Press Enter.

To undo the move or rename, select the Undo command (press F7).

Note *You cannot undo a move or rename of files stored on a floppy disk.*

Note *If you're moving a document or picture file and storing it under a new filename, be sure to complete the filename by typing* .DOC *or* .PIC *before pressing Enter. Likewise, if you're renaming a stylesheet file, be sure to complete the filename by typing* .STY *before pressing Enter.*

Note Do not *move a stylesheet file to any directory other than the* STYLES *directory—if you do, you won't be able to change that stylesheet or select it for a new document.*

Tip! *If you enter a new filename for a file, you can use the ? and * wildcard characters (see "Mask" above).*

To move or rename multiple files:

- Select the directory that contains the files.
- Tag the files you want to move.
- Select the multiple Move command (press Alt-Shift-F4).
- Select the directory where you want to store the moved files.

  If you only want to rename the files, skip this step.
- If you want to rename the files, specify the new filenames with the the ? and * wildcard characters. (See "Mask" above.)
- Press Enter.

To undo the move or rename, select the Undo command (press F7).

Note *You cannot undo a move or rename of files stored on a floppy disk.*

Note *If you're moving document or picture files and storing them under new filenames, be sure to complete the filenames by typing* .DOC *or* .PIC *before pressing Enter. Likewise, if you're renaming stylesheet files, be sure to complete the filename by typing* .STY *before pressing Enter.*

Note Do not *move stylesheet files to any directory other than the* STYLES *directory—if you do, you won't be able to change those stylesheets or select them for a new document.*

Delete

You can use the Delete command to delete either the file that's highlighted, or all files that are tagged.

To delete a single file:

- Select the Delete command (press the Del key).
- Select the directory that contains the file.
- Select the filename.

To restore the deleted file, select the Undo command (press F7).

Note *The space occupied by a deleted file becomes available (that is, you can use the space for storing other files) after you do the next file operation.*

Note *You cannot restore a file deleted from a floppy disk.*

Note Do not *delete the* ASCII.STY *or* BASIC.STY *stylesheet file. PagePerfect uses the* ASCII *stylesheet when you're changing an* ASCII *file (that is, when you select* ASCII FILE *after selecting the Change command at the start-up screen). It uses the* BASIC *stylesheet when you create a new stylesheet.*

To delete multiple files:

- Select the directory that contains the files.
- Tag the files you want to delete.
- Select the multiple Delete command (press Alt-Del).

To restore the deleted files, select the Undo command (press F7).

Note *You cannot restore files deleted from a floppy disk.*

View

You can use the View command to display the contents of a document or an ASCII text file.

- Select the View command (press F6).
- Select the directory that contains the file.
- Select the filename.

  PagePerfect displays a full screen of text from the file.
- To see another screen of text, press the PgDn or PgUp key.
- To return to the start-up screen, press Enter or Esc.

Print

You can use the Print command to print the contents of a document file or any ASCII text file.

- Select the Print command (press the PrtSc/* key on a standard keyboard, or press the Print Screen key on an enhanced keyboard).
- Select the directory that contains the file.
- Select or type the filename.
- Select the print parameters.
- Press End to begin printing.

- To stop the printing before it's done, press Esc.

You can also print the document you're working on—see "Exit" in the "Documents" section.

DIRECTORIES

Select

You can easily select directories using PagePerfect's directory diagram.

To select the directory to the left or right of the highlighted directory:

- Press the left-arrow or right-arrow key.

To select the directory above or below the highlighted directory:

- Hold down the Shift key and press the up-arrow or down-arrow key.

To select any directory:

- Select the Goto command (press Shift-F2).

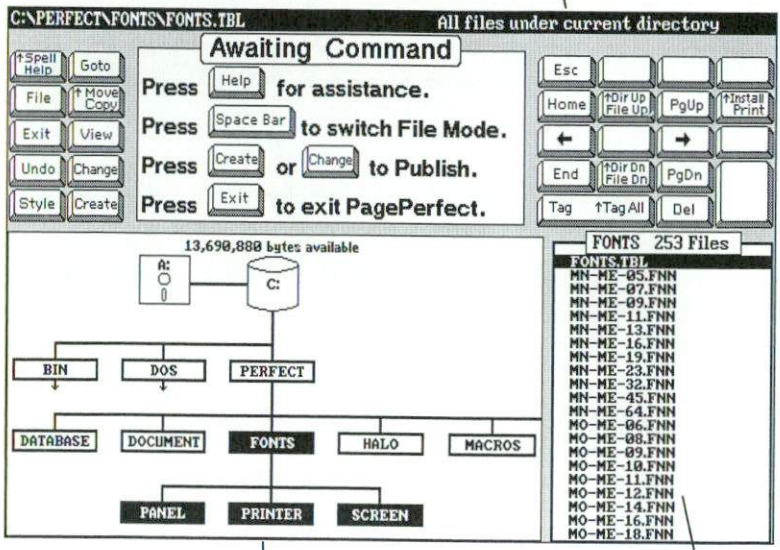
  PagePerfect displays a list box showing the names of all the directories on the disk. The title above the list box shows the number of directories on the disk.

- Type the name of the directory you want.

To select a sub-tree:

- Press the space bar.
- Select ALL FILES UNDER CURRENT DIRECTORY.
- Select the directory at the top of the sub-tree.

PagePerfect switches to Multiple Directory mode.



If you select the FONTS directory, its subdirectories are highlighted also.

The list box shows all the files in the highlighted directories.

Tip! *If you're not sure which directory contains a file you want, select the File command and enter the filename as the mask, switch to Multiple Directory mode, then hold down the Shift key and press the up-arrow key until you can find the file.*

Tip! *If you want to copy, move, or delete* only the files *in a directory, switch to Multiple Directory mode and use the procedures described under "Files." If you want to copy, move, or delete the entire sub-tree—the files in the top directory, all subdirectories under that directory, and all files in those directories—use the procedures described below, which preserve the directory structure.*

Create

- If necessary, press the space bar and select DIRECTORY MANAGEMENT.
- Select the directory under which you want to create a new subdirectory.
- Select the Create command (press F10).

  The title above the list box changes to show the number of subdirectories under the selected directory.
- Type a name for the subdirectory.

  You can enter up to eight characters.
- Press Enter.

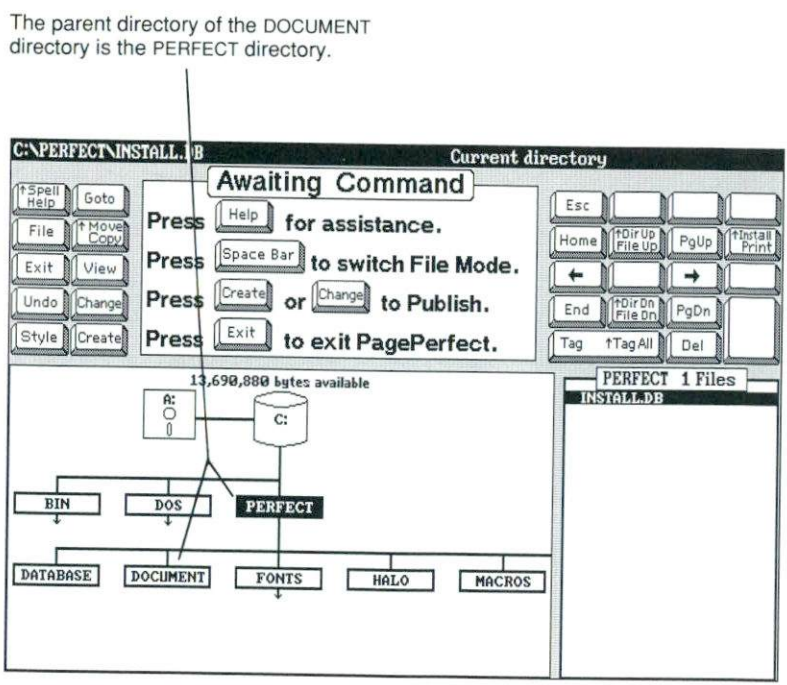
To undo the create, select the Undo command (press F7).

Note *You cannot undo the creation of a directory on a floppy disk.*

Copy, Move, or Rename

- If necessary, press the space bar and select DIRECTORY MANAGEMENT.
- Select the directory you want to copy, move, or rename.
- Select the Copy command (press F4) to copy a directory, or select the Move command (press Shift-F4) to move or rename a directory.
- Select the new **parent directory**.

  A directory's parent directory is the directory to which it is connected above.



If you only want to rename the directory without moving it, *don't* select a new parent directory; select the *current* parent directory of the directory you want to rename.

- If you want to rename the directory, type the new name.
- Press Enter.

To undo the copy, move, or rename, select the Undo command (press F7).

Note *When you copy or move a directory, PagePerfect copies or moves the entire sub-tree that begins with that directory: all files in that directory, all subdirectories under that directory, and all files in those subdirectories.*

Note *Do not rename the* TEMP, STYLES, PICTURES, *or* MACROS *directories. PagePerfect will not operate properly if these directories are not present.*

Note *You cannot undo a copy, move, or rename of a directory on a floppy disk.*

Delete

To delete a directory:

- If necessary, press the space bar and select DIRECTORY MANAGEMENT.
- Select the directory you want to delete.
- Select the Delete command (press the Del key).
- Press Enter.

To restore the deleted directory and all the files in it, select the Undo command (press F7).

Note *When you delete a directory, PagePerfect deletes the entire subtree that begins with that directory: all files in that directory, all subdirectories under that directory, and all files in those directories.*

Note *Do not delete the TEMP, STYLES, PICTURES, or MACROS directories. PagePerfect will not operate properly if these directories are not present.*

Note *You cannot restore a directory that you deleted from a floppy disk.*

MACROS

A **macro** is a recording of a sequence of keystrokes. When you "play back" the macro, PagePerfect automatically "presses" the keys for you, so you don't have to take the time to press each key individually.

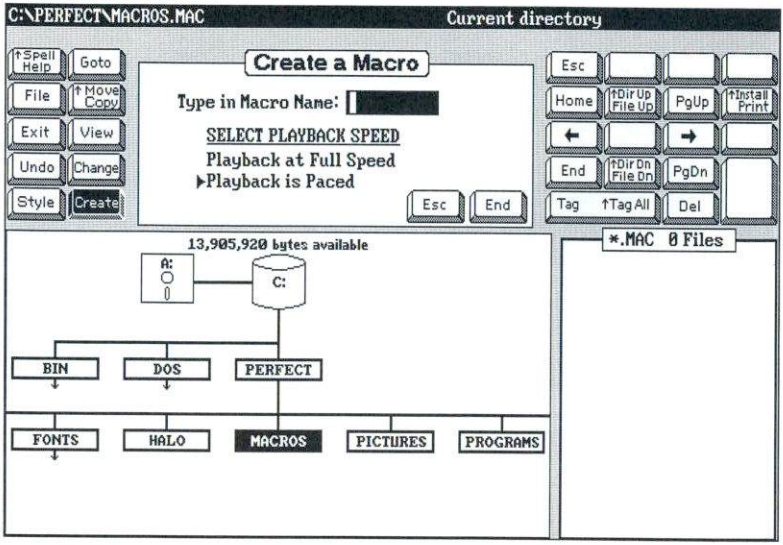
The keys recorded in a macro can be any sequence of keys you press to select and carry out a command, including keys you press after entering a document.

Every macro has a single-character name, which can be a letter or digit. You name a macro when you record it, and you use this name to play it back.

Create

To create a macro:

- Select the Create command (press F10).
- Select MACRO....



- Type a name for the macro, then press Enter.

  Enter a name that will remind you of what the macro does.
- Select the playback speed.
- Press the keys you want to record.

To end the macro recording:

- Press Shift-Enter.

Play Back

To play back a macro:

- Hold down the Alt key while you type the character.

To stop macro playback and then resume:

- Press the space bar to pause.
- Press the space bar again to resume.

To stop playback and leave the macro:

- Press Esc.

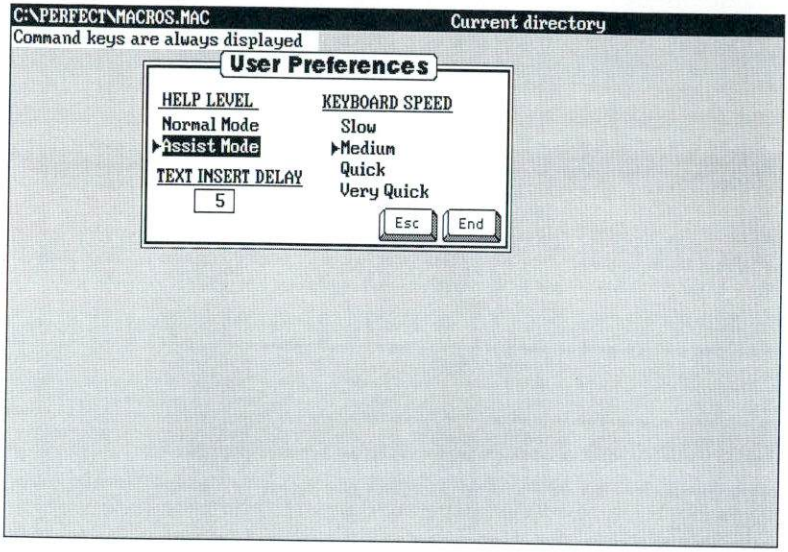
INSTALL

You can use the Install command to specify three options that are saved after you exit PagePerfect and used when you next start PagePerfect:

- **Help Level.** In ASSIST MODE, the command keys are displayed on the start-up screen, and—when you're copying, moving, or deleting text—PagePerfect displays a box prompting you to specify the text you want to copy, move, or delete. In NORMAL MODE, the command keys are not displayed on the start-up screen, and PagePerfect does not display the prompting box.
- **Text-Insert Delay.** When you start typing text, PagePerfect moves the text at the cursor (if any) down to the next line to make room for the text you type. PagePerfect will reformat the page a few seconds after you stop typing. Using the Install command, you can specify the number of seconds PagePerfect waits before reformatting.
- **Keyboard Speed.** If you hold down a key while you're entering text, PagePerfect repeats the corresponding character. Using the Install command, you can specify the the speed at which the characters are repeated.

To change any of these characteristics:

- Select the Install command (hold down the Shift key and press the PrtSc/* key on a standard keyboard, or hold down the Shift key and press the Print Screen key on an enhanced keyboard).
- Type *U* to select USER PREFERENCES....



- To change the HELP LEVEL, type *A* to select ASSIST MODE, or type *N* to select NORMAL MODE.
- To change the KEYBOARD SPEED, press the right-arrow key to move the highlight under KEYBOARD SPEED, press the down-arrow key to highlight the option you want, then press Enter.
- To change the TEXT INSERT DELAY, press the down-arrow key to highlight the data-entry box under TEXT INSERT DELAY, type the number of seconds you want, then press Enter.
- To save your changes, press End.

Tip! *You can also change the help level using the Style command, as described below.*

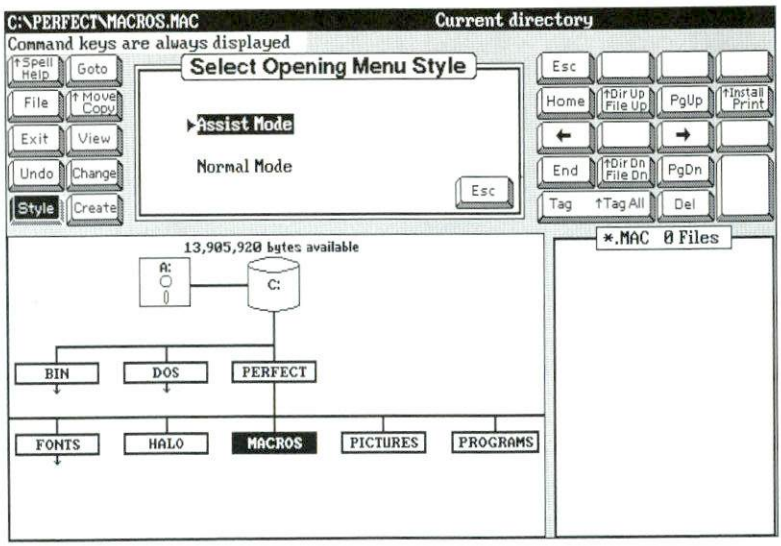
STYLE

You can use the Style command to specify the level of help you want PagePerfect to provide.

In ASSIST MODE, the command keys are displayed on the start-up screen, and—when you're copying, moving, or deleting text—PagePerfect displays a box prompting you to specify the text you want to copy, move, or delete. In NORMAL MODE, the command keys are not displayed on the start-up screen, and PagePerfect does not display the prompting box.

To switch between Assist mode and Normal mode:

- Select the Style command (press F9).



- Type *A* to select ASSIST MODE, or type *N* to select NORMAL MODE.

Tip! *You can also change the help level using the Install command, as described above.*

Picture Librarian

PagePerfect's Picture Librarian lets you:

- Scan a picture and store it in a file.
- Create a picture and store it in a file, or change a picture that's stored in a file (if your version of PagePerfect includes the Desktop Publisher's Graphics program).
- Change the caption of a picture stored in a file.
- Copy, move, rename, view, and delete picture files.

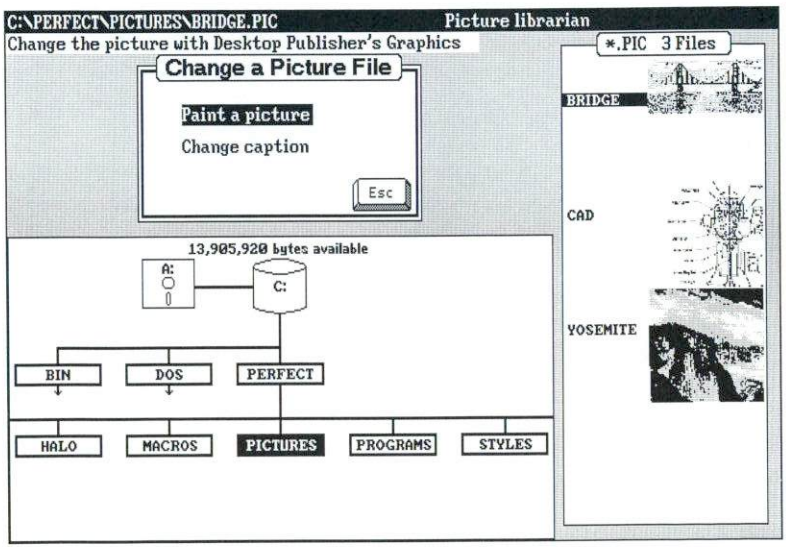
Tip! *To get help with whatever you're doing, select the Help command (press F1).*

CHANGE

Change a Picture

If your version of PagePerfect includes the Desktop Publisher's Graphics program, you can use it from within PagePerfect to change a picture that's stored in a file.

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Change command (press F8).



- Select PAINT A PICTURE.
- If the picture you want is in a different directory, select that directory.
- Select or type the picture name.

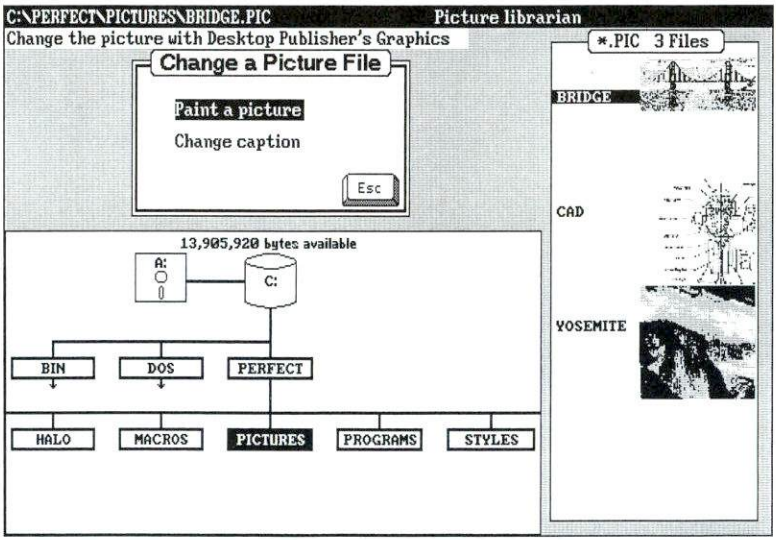
PagePerfect starts Desktop Publisher's Graphics and brings the picture you selected onto the screen. For information about using Desktop Publisher's Graphics to change the picture, see the *Desktop Publisher's Graphics User's Guide*.

Change a Caption

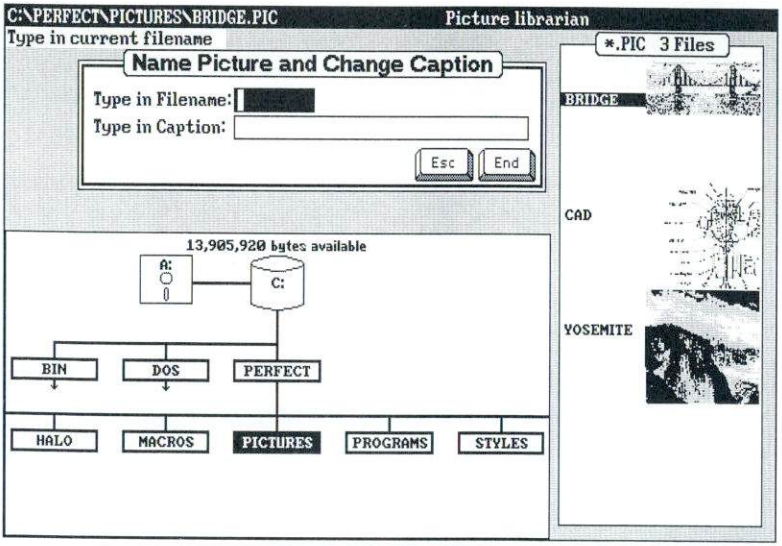
You can specify the caption for a picture when you scan it or when you create it using DP Graphics through PagePerfect. PagePerfect stores the caption in the picture file. The caption appears in the status line when the picture's name is highlighted in a list box.

To change the caption that's stored in a picture file:

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Change command (press F8).



- Select CHANGE CAPTION.



- Select or type the picture name.
- Type the new caption, then press Enter.
- Press End.

COPY

To copy a picture file:

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Copy command (press F4).
- If the picture you want is in a different directory, select that directory.
- Select or type the picture name.
- If you want to store the copy in a different directory, select that directory.
- If you want to store the copy under a new filename, type the name.
- Press Enter.

To undo the copy, select the Undo command (press F7).

Note *You cannot undo a copy of a file stored on a floppy disk.*

Tip! *If you enter a new filename for the copied file, be sure to type* .PIC *before pressing Enter.*

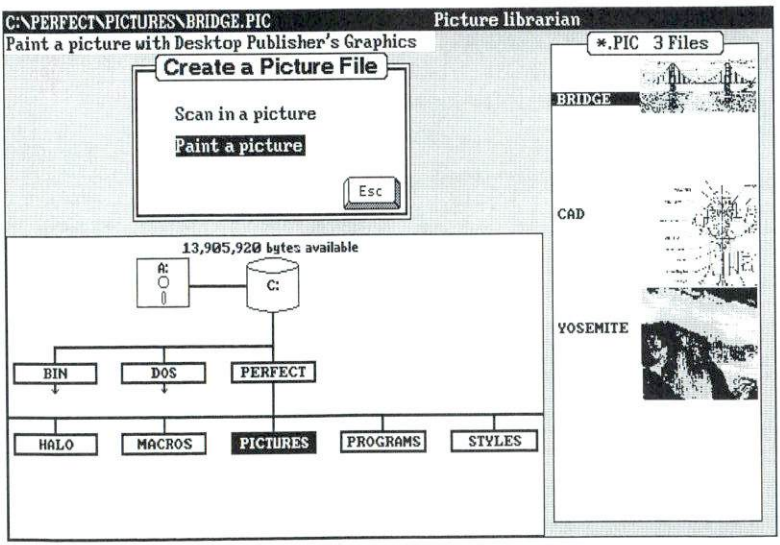
Tip! *If you want to copy multiple picture files, use the File Manager instead of the Picture Librarian (see "Copy" in the "File Manager" section).*

CREATE

Paint

If your version of PagePerfect includes the Desktop Publisher's Graphics program, you can use it from within PagePerfect to create a picture and store it in a file.

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Create command (press F10).



- Select PAINT A PICTURE.

  PagePerfect displays the directory diagram and highlights the PICTURES directory in case you want to store the picture there.

- If you want to store the picture in a different directory, highlight it.

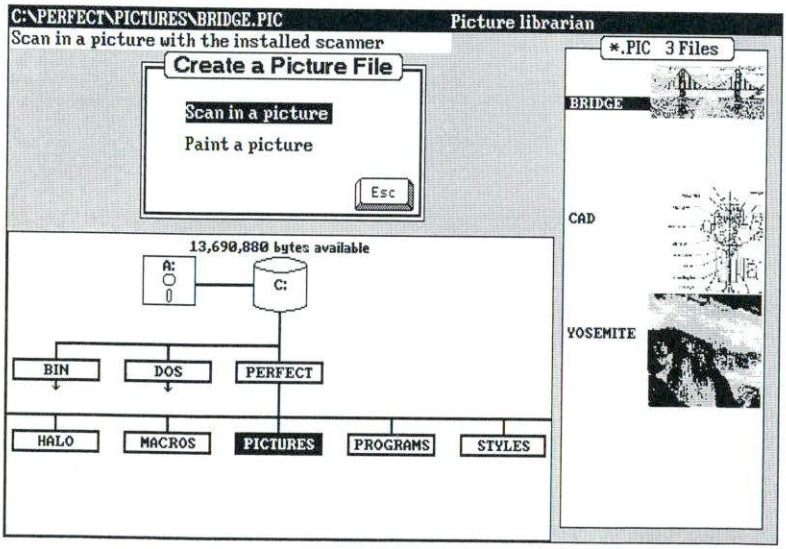
- Type a name for the picture, then press Enter.

  PagePerfect starts Desktop Publisher's Graphics. For information about using Desktop Publisher's Graphics to create a picture, see the *Desktop Publisher's Graphics User's Guide.*

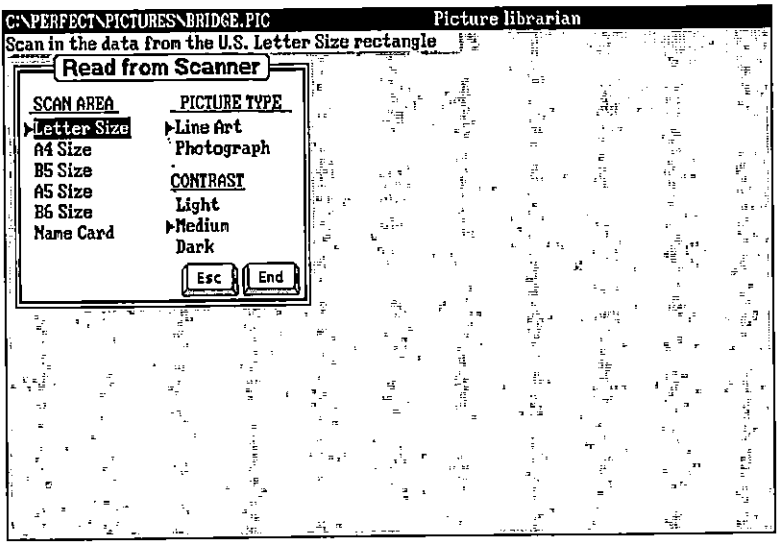
Scan

To scan a picture:

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Create command (press F10).



- Select SCAN IN A PICTURE.



- Select the scan area.

  This is the size of the picture you want to scan. The sizes available depend on which scanner you've installed. (For certain scanners, only one size is available, and the SCAN AREA options won't appear.)

- Select the picture type.

  Select LINE ART if the picture consists only of blacks and whites. Select PHOTOGRAPH for photographs and all other forms of graphics that have gray tones or colors.

- Select the picture reduction.

  This is the percentage of the original picture size. (For certain scanners, only one reduction is available, and the PICTURE REDUCTION options won't appear.)

- Select the contrast.

  Select LIGHT to lighten the picture; select DARK to darken the picture.

- Press End to proceed.

- Set up your scanner.

- Press Enter to begin scanning.

After the scanning is complete, PagePerfect places a dashed rectangle around the picture so that you can crop it. The top and left sides are selected. The status line shows which sides of the rectangle are moving, and the rectangle's size.

- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- To move the rectangle, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.

- Press Enter when you're done.

PagePerfect displays the directory diagram and highlights the PICTURES directory in case you want to store the picture there.

- If you want to store the picture in a different directory, select it.

- Press Enter.

- Type a name for the picture, then press Enter.

- Type a caption, then press Enter.

  You don't need to enter a caption now. If you want to enter it later, or if you want to change the caption you enter now, see "Change."

- Press End to start processing the picture.

  Depending on the size and nature of the picture, this processing typically requires about 1/2 to 1-1/2 minutes.

Tip! *If you know the size of the picture block where you'll insert the picture, here's a shortcut for cropping the picture: 1) make the rectangle the size of the picture block using the arrow keys; 2) press the space bar until the entire rectangle is selected; 3) crop the picture by moving the rectangle using the arrow keys.*

DELETE

To delete a picture file:

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Delete command (press the Del key).
- If the picture you want is in a different directory, select that directory.
- Select or type the picture name.

To restore the deleted picture file, select the Undo command (press F7).

Note *You cannot restore a file deleted from a floppy disk.*

Tip! *If you want to delete multiple picture files, use the File Manager instead of the Picture Librarian (see "Delete" in the "File Manager" section).*

MOVE

To move or rename a picture:

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the Move command (press Shift-F4).
- If the picture you want is in a different directory, select that directory.
- Select the picture.
- Select the directory where you want to store the moved file.

  If you only want to rename the file, skip this step.
- If you want to rename the file, type the new name.
- Press Enter.

To undo the move or rename, select the Undo command (press F7).

Note *You cannot undo a move or rename of files stored on a floppy disk.*

Tip! *If you want to only rename the highlighted file and not move it to a different directory, begin by selecting the Move command, and* don't *select a different directory to move to.*

Tip! *If you enter a new filename for the moved file, be sure to type* .PIC *before pressing Enter.*

Tip! *If you want to move multiple picture files, use the File Manager instead of the Picture Librarian (see "Move or Rename" in the "File Manager" section).*

VIEW

To display a picture:

- At the start-up screen, press the space bar.
- Select PICTURE LIBRARIAN.
- Select the View command (press F6).
- If the picture you want is in a different directory, select that directory.
- Select or type the picture name.

To return to the start-up screen, press Esc.

APPENDIX

Using the Keyboard

This appendix shows you what keys to press for accomplishing specific tasks.

If you have installed a mouse, you can use it to move the cursor or pointer and to simulate pressing certain keys.

With a two-button mouse:

- Moving the mouse moves the cursor or pointer.
- Pressing the left button has the same effect as pressing the Enter key.
- Pressing the right button has the same effect as pressing the End key.

With a three-button mouse:

- Moving the mouse moves the cursor or pointer.
- Pressing the left button has the same effect as pressing the Enter key.

- Pressing the center button has the same effect as pressing the End key.
- Pressing the right button has the same effect as pressing the Esc key.

Tip! *Pressing the 5 key in the numeric keypad at the right of the keyboard has the same effect as pressing a Shift key.*

IN A MENU BOX

To ...	Press ...
Select an option	First character of the option
Select a highlighted option	Enter
Move highlight down one option	down-arrow or space bar
Move highlight up one option	up-arrow key
Move highlight to first option	Home
Move highlight to last option	End
Close the menu box	Esc

IN A CONTROL BOX

To ...	Press ...
Select highlighted specification	Enter
Move highlight to specification	down arrow, up arrow, left arrow, right arrow
Move highlight out of a list box to a specification	left arrow, right arrow, Shift-down arrow, Shift-up arrow
Accept specifications and close control box	End
Cancel specifications and close control box	Esc

IN A MENU BAR

To ...	Press ...
Select command	Corresponding command key
Select command	First letter of command
Select highlighted command	Enter
Move highlight right one command	right arrow
Move highlight left one command	left arrow
Move highlight to first command	Home
Move highlight to last command	End
Close menu bar	F5 (Exit)

IN A DATA-ENTRY BOX

To ...	Press ...
Enter data	Enter after typing in the data
Delete all data	Del
Backspace over data	Backspace

IN A LIST BOX

To ...	Press ...
Select an item	Characters in the item name
Select a highlighted item	Enter
Move highlight down one item	down arrow
Move highlight up one item	up arrow
Display next group of items	PgDn
Display preceding group of items	PgUp
Move highlight to last item	Shift-PgDn
Move highlight to first item	Shift-PgUp

IN THE DIRECTORY DIAGRAM

To ...	Press ...
Select directory to left or right of current directory	left arrow or right arrow
Select directory above or below current directory	Shift-up arrow or Shift-down arrow
Select any directory on the current disk drive	Shift-F2 (Goto)
Move to a different disk drive	Arrow keys until disk symbol is highlighted.

IN A DOCUMENT

Text Mode or Layout Mode

With either the cursor (■) or the pointer (↗) on the screen ...

To ...	Press ...
Switch between screen colors and page colors	F6 (View)
Change the display zoom	F6 (View)
Display any page	Shift-F2 (Goto)
Scroll page	up arrow, down arrow, left arrow, or right arrow (with Scroll Lock on)
Display two pages from the same document at the same time (open a second page window)	F6 (View)
Close a second page window	F6 (View)
Move cursor or pointer between windows	Sys Req (Switch Window)
Print pages from the current document	PrtSc/* (Print, standard keyboard), or Print Screen (Print, enhanced keyboard)

To ...	Press ...
Save a document	F5 (Exit)
Exit (leave) a document	F5 (Exit)
Switch between Insert and Overtype text-entry modes	Ins (Insert/Overtype)
Undo (reverse) a command	F7 (Undo)
Get help	F1 (Help)

Text Mode Only

With the cursor (■) on the screen ...

To ...	Press ...
Move cursor one character left or right	left arrow or right arrow
Move cursor one word left or right	Shift-left arrow or Shift-right arrow
Move cursor one line up or down	up arrow or down arrow
Move cursor one paragraph up or down	Shift-up arrow or Shift-down arrow
Move cursor to left or right side of current column	Alt-left arrow or Alt-right arrow
Move cursor to right side of previous column or left side of next column	Alt-left arrow or Alt-right arrow *twice*
Move cursor to top or bottom of current column	Alt-up arrow or Alt-down arrow
Move cursor to top of previous column or top of next column	Alt-up arrow or Alt-down-arrow *twice*
Move cursor to first or last character in current column	Home or End
Move cursor to first character in previous column or first character in next column	Home or End *twice*
Move cursor to first or last character on current page.	PgUp or PgDn

To ...	Press ...
Move cursor to first character on previous page or first character on next page	PgUp or PgDn *twice*
Move cursor to first or last character in document	Shift-Home or Shift-End
Begin new paragraph	Enter
Begin new paragraph with new paragraph style	F10 (Create)
Find text	F2 (Find)
Repeat find	Alt-F2
Replace text	F2 (Find)
Repeat replace	Alt-F2
Copy text	F4 (Copy)
Repeat copy	Alt-F4
Move text	Shift-F4 (Move)
Repeat move	Alt-Shift-F4)
Insert text from a file	Shift-F3 (File)
Delete a character	Del (Delete)
Delete a range of text	Shift-Del
Spell-check text	Shift-F1 (Spell)
Find a synonym	Shift-F1 (Spell)
Select any paragraph style	F8 (Change)
Select next paragraph style	+ (on right side of the keyboard)
Select preceding paragraph style	- (on right side of the keyboard)
Change character style	F9 (Style)
Switch capitalization of text	F9 (Style)
Change a header or footer	F10 (Create)
Begin a macro recording	F10 (Create)
End a macro recording	Shift-Enter

To ...	Press ...
Play back a macro	Alt-*macro name*
Pause during macro playback	space bar
Resume after pause during macro playback	space bar
Terminate macro playback	Esc
Delete a file	Shift-F3 (File)
Enter page number in header or footer	Ctrl-#
Get help	F1 (Help)

Layout Mode Only

With the pointer (↗) on the screen ...

To ...	Press ...
Move pointer horizontally or vertically	arrow key
Move pointer diagonally	Home, End, PgUp, or PgDn
Move pointer in smaller increment	Alt with arrow key, Home, End, PgUp, or PgDn
Move pointer in larger increment	Shift with arrow key, Home, End, PgUp, or PgDn
Move dashed rectangle 0.1 inch	arrow key
Move dashed rectangle 0.01 inch	Alt with arrow key
Move dashed rectangle 1 inch	Shift with arrow key
Create a gutter	F10 (Create)
Create a picture block	F10 (Create)
Resize any block	F8 (Change)
Move a gutter or picture block	Shift-F4 (Move)
Change a block's margins, borders, or shading	F9 (Style)
Delete a gutter, picture block, caption block, header, or footer	Del (Delete)

To ...	Press ...
Scan a picture	F10 (Create)
Insert a picture into a picture block	Shift-F3 (File)
Move a picture in its picture block	Shift-F4 (Move)
Replace a picture in a picture block	F8 (Change)
Change a picture's size	F8 (Change)
Change a story sequence	F8 (Change)
Begin a new story	F10 (Create)

IN THE FILE MANAGER

Single- or Multiple-Directory Mode

To ...	Press ...
Change (edit) a document	F8 (Change)
Change a stylesheet	F8 (Change)
Copy a single file	F4 (Copy)
Copy multiple files	Alt-F4
Create a new document	F10 (Create)
Create a new stylesheet	F10 (Create)
Begin a macro recording	F10 (Create)
End a macro recording	Shift-Enter
Play back a macro	Alt-Enter
Pause during macro playback	space bar
Resume after pause during macro playback	space bar
Terminate macro playback	Esc
Delete a single file	Del (Delete)
Delete multiple files	Alt-Del
Exit PagePerfect	F5 (Exit)
Create a filename mask	F3 (File)

To ...	Press ...
Move a single file	Shift-F4 (Move)
Move multiple files	Alt-Shift-F4
Rename a single file	Shift-F4 (Move)
Rename multiple files	Alt-Shift-F4
Print a document	PrtSc/* (Print, standard keyboard), or Print Screen (Print, enhanced keyboard)
Spell-check a document	Shift-F1 (Spell)
Tag or untag a single file for multiple-file operations	Ins (Tag)
Tag or untag all files in the list box for multiple-file operations	Shift-Ins
Undo (reverse) a command	F7 (Undo)
Display a file	F6 (View)
Get help	F1 (Help)
Specify the level of help	F9 (Style)
Specify the level of help, text-insert delay, and keyboard speek.	Shift-PrtSc/* (Install, standard keyboard) or Shift-Print Screen (Install, enhanced keyboard)

Directory-Management Mode

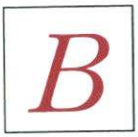
To ...	Press ...
Change (edit) a document	F8 (Change)
Change a stylesheet	F8 (Change)
Copy a directory	F4 (Copy)
Create a new subdirectory	F10 (Create)
Delete a directory	Del (Delete)
Exit PagePerfect	F5 (Exit)
Create a filename mask	F3 (File)

To ...	Press ...
Move a directory	Shift-F4 (Move)
Rename a directory	Shift-F4 (Move)
Turn display of command keys on or off	F9 (Style)
Undo (reverse) a command	F7 (Undo)
Get help	F1 (Help)
Begin a macro recording	F10 (Create)
End a macro recording	Shift-Enter
Play back a macro	F3 (Macro)
Pause during macro playback	space bar
Resume after pause during macro playback	space bar
Terminate macro playback	Esc

IN THE PICTURE LIBRARIAN

To ...	Press ...
Change a picture	F8 (Change)
Change a picture's caption	F8 (Change)
Copy a picture file	F4 (Copy)
Draw a picture	F10 (Create)
Scan a picture	F10 (Create)
Delete a picture file	Del (Delete)
Exit PagePerfect	F5 (Exit)
Move a picture file	Shift-F4 (Move)
Rename a picture file	Shift-F4 (Move)
Undo (reverse) a command	F7 (Undo)
Display a picture	F6 (View)
Get help	F1 (Help)

APPENDIX



Using WordStar® or MultiMate™ Commands

This appendix shows you the WordStar® and MultiMate™ commands you can use within PagePerfect for entering and editing text, and for specifying effects such as bold, italics, or underlining.

WORDSTAR COMMANDS

Supported Commands

^A	Move cursor left one word
^C	Scroll up one screen
^D	Move cursor right one character
^E	Move cursor up one line
^F	Move cursor right one word
^G	Delete character at cursor

^KD	Save document changes and return to start-up screen
^KH	Unmark block of text
^KJ	Delete a file
^KQ	Return to start-up screen without saving document changes
^KR	Insert text from a file at cursor
^KY	Delete marked block of text
^L	Repeat preceding Find or Replace
^N	Create new paragraph
^PB	Bold
^PO	Non-breaking space
^PS	Underline
^PX	Strikeout
^QA	Find and replace text
^QC	Move cursor to end of document
^QD	Move cursor to end of line
^QE	Move cursor to top of screen
^QF	Find text
^QR	Move cursor to beginning of document
^QS	Move cursor to beginning of line
^R	Scroll down one screen
^S	Move cursor left one character
^T	Delete word at cursor
^V	Switch between Insert and Overtype mode
^X	Move cursor down one line
^W	Scroll down one line
^Z	Scroll up one line
Enter	End paragraph

Similar Commands

^KB	Mark beginning or end of block (WordStar marks beginning of block)
^KC	Copy marked block or repeat last copy (WordStar does not repeat last copy)
^KK	Mark beginning or end of block (WordStar marks end of block)

^KS	Save document changes and resume editing with cursor location unchanged (WordStar moves cursor to beginning of document)
^KV	Move marked block or repeat last move (WordStar does not repeat last move)
^KX	Save document changes and return to start-up screen (WordStar returns to DOS)
Del	Delete character at cursor (WordStar deletes character to left of cursor)
^Y	Delete sentence at cursor (WordStar deletes line)

Additional Commands

^PC	Select shading for foreground and background
^PD	Double underline
^PF	Select typeface, size, and effects
^PI	Italic
^PL	Switch lowercase and uppercase
^PR	Switch shading of foreground and background

Unsupported Commands

^B	Reformat paragraph (PagePerfect reformats automatically)
^I	Move cursor to tab stop (PagePerfect uses the Tab key)
^K0-^K9	Insert place markers
^KE	Rename file (PagePerfect can rename files at the start-up screen)
^KF	Display files in directory (PagePerfect displays filenames when needed)
^KK	Turn column mode on/off
^KL	Change logged drive (PagePerfect uses the directory diagram)
^KO	Copy file (PagePerfect can copy files at the start-up screen)
^KP	Start/stop/resume printing (PagePerfect uses the Print command)
^KW	Save marked block as new file
^P Enter	Overprint line

^PA	Switch to alternate pitch (PagePerfect uses ^PF)
^PC	Pause while printing
^PD	Doublestrike
^PF	Phantom space
^PG	Phantom rubout
^PH	Overtype character
^PN	Switch to normal pitch (PagePerfect uses ^PF)
^PT	Superscript
^PV	Subscript
^PY	Switch ribbon color (PagePerfect uses ^PC)
^Q Del	Delete to beginning of line
^QB	Move cursor to beginning of block
^QK	Move cursor to end of block
^QQ	Repeat command (PagePerfect uses macros)
^QV	Move cursor to previous block location
^QW	Scroll up continuously
^QY	Delete to end of line
^QZ	Scroll down continuously

MULTIMATE COMMANDS

Supported Commands

Enter	Enter
F1	Go to Page
←	Cursor Left
→	Cursor Right
↑	Cursor Up
↓	Cursor Down
Space	Space bar
Delete	Del
F1	Go To
F6	Search
F7	Move
F8	Copy
F10	Save/Exit

Shift-F6	Replace
Shift-F10	Save
Ctrl-F10	Correct Spelling
Alt-F4	Highlight Line
Alt-F5	Highlight Word
Alt-F6 or F7	Highlight Sentence
Alt-F8	Highlight Paragraph

Similar Commands

Ctrl-End	Scroll Page Down
Ctrl-PgDn	Scroll Page Down
Ctrl-Home	Scroll Page Up
Ctrl-PgUp	Scroll Page Up
Home	Top of Column
End	Bottom of Column
Tab	Insert a Space
Alt——	Underline

Additional Commands

Alt-↓	Move to Bottom of Column
Alt-←	Move to Beginning of Line
Alt-→	Move to End of Line
Alt-↑	Move to Top of Column

Unsupported Commands

Shift-Tab	Back Tab
Ctrl-F1	Go To Place Mark
Ctrl-F2	Repagination
Ctrl-F3	Horizontal Column Additions
Ctrl-F4	Vertical Column Additions
Ctrl-F5	Create
Ctrl-F6	Pause
Ctrl-F7	Prompt
Ctrl-F8	Execute
Ctrl-F9	Insert System Format Line
Ctrl-→	Next Word

Ctrl-←	Previous Word
Ctrl-—	Double Underscore
F2	Page Break
F3	Center
F4	Indent
F5	Library
F9	Change Format Line
Alt-K	Alternate Keyboard
Alt-Z	Bold Print
Alt-Y	Clear Set Marks
Alt-D	Draft Print
Alt-N	Enhanced Print
Alt-F	Footer
Alt-V	Footnote
Alt-T	Go To Tab
Alt-S	Hard Space
Alt-H	Header
Alt-J	Library - Copy
Alt-E	Line/Box Drawing
Alt-M	Merge Code
Alt-P	Pause Printer
Alt-A	Printer Control Code
Alt-C	Print Pitch
Alt-R	Replay
Alt-B	Required Page Break
Alt-U	Section Number
Alt-X	Shadow Print
Alt-O	Strikeout Character
Alt-W	Subscript
Alt-Q	Superscript
Alt-F1	Place Marks
Alt-F2	Page Length
Alt-F3	Scroll Left (Beg. of Line)
Alt-F4	Scroll Right (End of Line)
Alt-F9	Insert Page Format Line
Alt-F10	Spell Edit

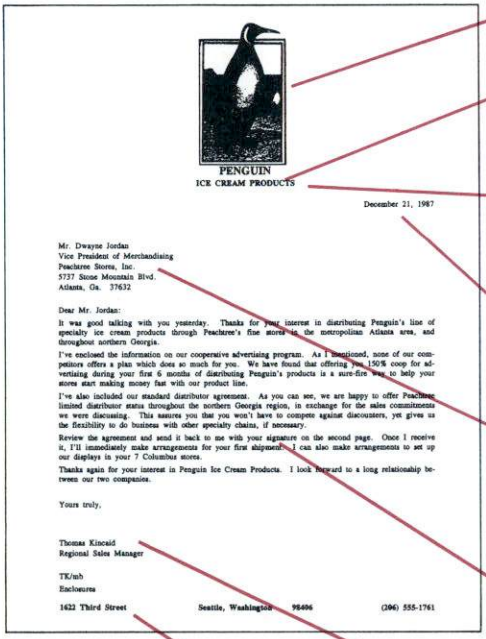
Shift-F2	Page Combine
Shift-F4	Decimal Tab
Shift-F5	Library Attachment
Shift-F7	Soft Hyphen
Shift-F8	External Copy
Shift-F9	Insert Current Format Line
F1,Home	Top of First Page in Document
F1,End	Top of Last Page in the Document

APPENDIX

C

Stylesheet Samples

This appendix shows samples of documents prepared with the 12 stylesheets included with PagePerfect.


PENGUIN
ICE CREAM PRODUCTS
December 21, 1987
Mr. Dwayne Jordan
Vice President of Merchandising
Peachtree Stores, Inc.
5737 Stone Mountain Blvd.
Atlanta, Ga. 37632
Dear Mr. Jordan:
It was good talking with you yesterday. Thanks for your interest in distributing Penguin's line of specialty ice cream products through Peachtree's fine stores in the metropolitan Atlanta area, and throughout northern Georgia.
I've enclosed the information on our cooperative advertising program. As I mentioned, none of our competitors offers a plan which does so much for you. We have found that offering you 150% coop for advertising during your first 6 months of distributing Penguin's products is a sure-fire way to help your stores start making money fast with our product line.
I've also included our standard distributor agreement. As you can see, we are happy to offer Peachtree limited distributor status throughout the northern Georgia region, in exchange for the sales commitments we were discussing. This assures you that you won't have to compete against discounters, yet gives us the flexibility to do business with other specialty chains, if necessary.
Review the agreement and send it back to me with your signature on the second page. Once I receive it, I'll immediately make arrangements for your first shipment. I can also make arrangements to set up our displays in your 7 Columbus stores.
Thanks again for your interest in Penguin Ice Cream Products. I look forward to a long relationship between our two companies.
Yours truly,
Thomas Kincaid
Regional Sales Manager
TK/mh
Enclosures
1622 Third Street
Seattle, Washington 98406
(206) 555-1761

LETTER1.STY

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COMPANY NAME
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DATE
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INSIDE ADDRESS
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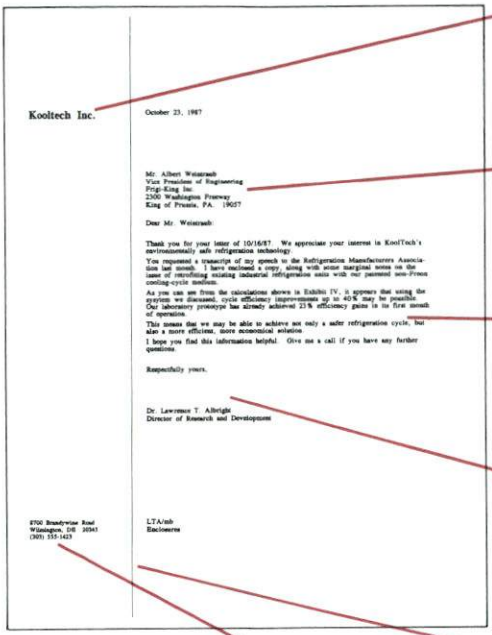
Kooltech Inc.
October 23, 1987
Mr. Albert Weinraub
Vice President of Engineering
Frigi-King Inc.
2500 Washington Freeway
King of Prussia, PA. 19057
Dear Mr. Weinraub:
Thank you for your letter of 10/16/87. We appreciate your interest in KoolTech's environmentally safe refrigeration technology.
You requested a transcript of my speech to the Refrigeration Manufacturers Association last month. I have enclosed a copy, along with some marginal notes on the issue of retrofitting existing industrial refrigeration units with our patented non-Freon cooling-cycle medium.
As you can see from the calculations shown in Exhibit IV, it appears that using the system we discussed, cycle efficiency improvements up to 40% may be possible. Our laboratory prototype has already achieved 25% efficiency gains in its first month of operation.
This means that we may be able to achieve not only a safer refrigeration cycle, but also a more efficient, more economical solution.
I hope you find this information helpful. Give me a call if you have any further questions.
Respectfully yours,
Dr. Lawrence T. Albright
Director of Research and Development
8700 Brandywine Road
Wilmington, DE 10565
(302) 555-1423
LTA/mb
Enclosures

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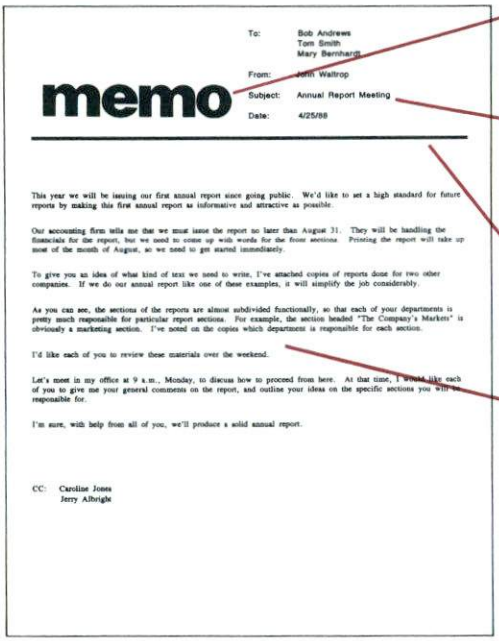

memo

To: Bob Andrews
Tom Smith
Mary Bernhardt

From: John Waltrop

Subject: Annual Report Meeting

Date: 4/25/88

This year we will be issuing our first annual report since going public. We'd like to set a high standard for future reports by making this first annual report as informative and attractive as possible.

Our accounting firm tells me that we must issue the report no later than August 31. They will be handling the financials for the report, but we need to come up with words for the front sections. Printing the report will take up most of the month of August, so we need to get started immediately.

To give you an idea of what kind of text we need to write, I've attached copies of reports done for two other companies. If we do our annual report like one of these examples, it will simplify the job considerably.

As you can see, the sections of the reports are almost subdivided functionally, so that each of your departments is pretty much responsible for particular report sections. For example, the section headed "The Company's Markets" is obviously a marketing section. I've noted on the copies which department is responsible for each section.

I'd like each of you to review these materials over the weekend.

Let's meet in my office at 9 a.m., Monday, to discuss how to proceed from here. At that time, I would like each of you to give me your general comments on the report, and outline your ideas on the specific sections you will be responsible for.

I'm sure, with help from all of you, we'll produce a solid annual report.

CC: Caroline Jones
Jerry Albright

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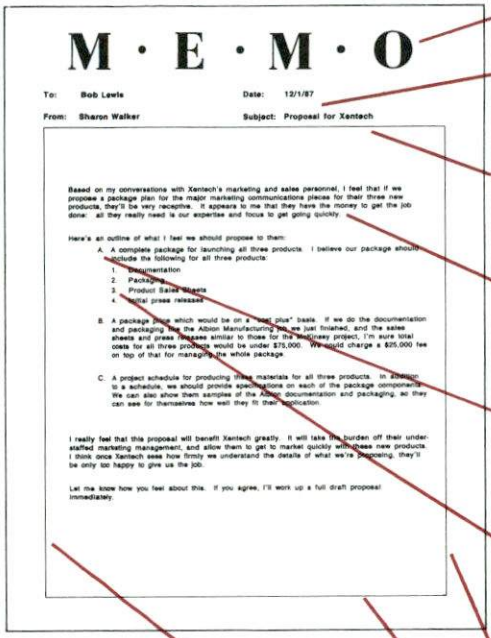

M · E · M · O

To: Bob Lewis Date: 12/1/87

From: Sharon Walker Subject: Proposal for Xentech

Based on my conversations with Xentech's marketing and sales personnel, I feel that if we propose a package plan for the major marketing communications pieces for their three new products, they'll be very receptive. It appears to me that they have the money to get the job done; all they really need is our expertise and focus to get going quickly.

Here's an outline of what I feel we should propose to them:

A. A complete package for launching all three products. I believe our package should include the following for all three products:

1. Documentation
2. Packaging
3. Product Sales Sheets
4. Initial press releases

B. A package price which would be on a "cost plus" basis. If we do the documentation and packaging like the Albion Manufacturing job, we just finished, and the sales sheets and press releases similar to those for the Medinsey project, I'm sure total costs for all three products would be under $75,000. We would charge a $25,000 fee on top of that for managing the whole package.

C. A project schedule for producing these materials for all three products. In addition to a schedule, we should provide specifications on each of the package components. We can also show them samples of the Albion documentation and packaging, so they can see for themselves how well they fit their application.

I really feel that this proposal will benefit Xentech greatly. It will take the burden off their understaffed marketing management, and allow them to get to market quickly with these new products. I think once Xentech sees how firmly we understand the details of what we're proposing, they'll be only too happy to give us the job.

Let me know how you feel about this. If you agree, I'll work up a full draft proposal immediately.

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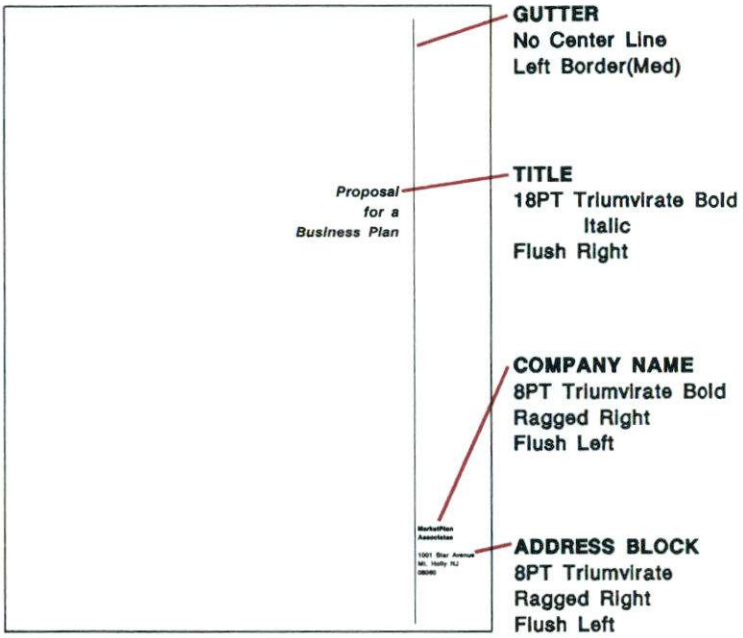
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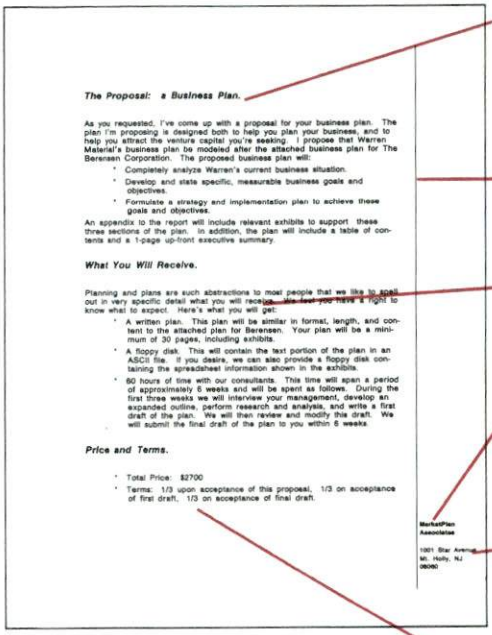

The Proposal: a Business Plan.

As you requested, I've come up with a proposal for your business plan. The plan I'm proposing is designed both to help you plan your business, and to help you attract the venture capital you're seeking. I propose that Warren Material's business plan be modeled after the attached business plan for The Berensen Corporation. The proposed business plan will:

- Completely analyze Warren's current business situation.
- Develop and state specific, measurable business goals and objectives.
- Formulate a strategy and implementation plan to achieve these goals and objectives.

An appendix to the report will include relevant exhibits to support these three sections of the plan. In addition, the plan will include a table of contents and a 1-page up-front executive summary.

What You Will Receive.

Planning and plans are such abstractions to most people that we like to spell out in very specific detail what you will receive. We feel you have a right to know what to expect. Here's what you will get:

- A written plan. This plan will be similar in format, length, and content to the attached plan for Berensen. Your plan will be a minimum of 30 pages, including exhibits.
- A floppy disk. This will contain the text portion of the plan in an ASCII file. If you desire, we can also provide a floppy disk containing the spreadsheet information shown in the exhibits.
- 60 hours of time with our consultants. This time will span a period of approximately 6 weeks and will be spent as follows. During the first three weeks we will interview your management, develop an expanded outline, perform research and analysis, and write a first draft of the plan. We will then review and modify this draft. We will submit the final draft of the plan to you within 6 weeks.

Price and Terms.

- Total Price: $2700
- Terms: 1/3 upon acceptance of this proposal, 1/3 on acceptance of first draft, 1/3 on acceptance of final draft.

MarketPlan Associates

1001 Star Avenue
Mt. Holly, NJ
08060

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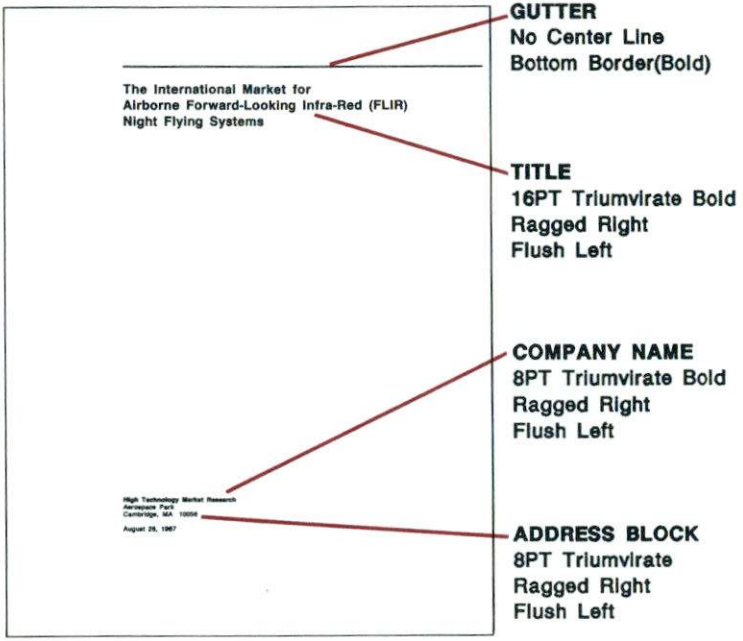
The International Market for
Airborne Forward-Looking Infra-Red (FLIR)
Night Flying Systems
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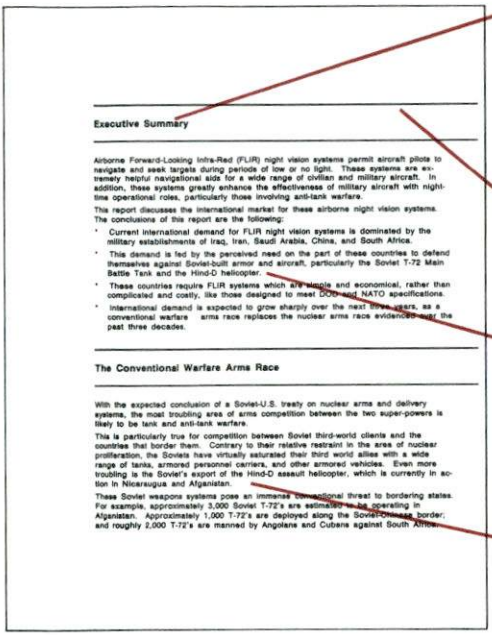

Executive Summary

Airborne Forward-Looking Infra-Red (FLIR) night vision systems permit aircraft pilots to navigate and seek targets during periods of low or no light. These systems are extremely helpful navigational aids for a wide range of civilian and military aircraft. In addition, these systems greatly enhance the effectiveness of military aircraft with nighttime operational roles, particularly those involving anti-tank warfare.

This report discusses the international market for these airborne night vision systems. The conclusions of this report are the following:

- Current international demand for FLIR night vision systems is dominated by the military establishments of Iraq, Iran, Saudi Arabia, China, and South Africa.
- This demand is fed by the perceived need on the part of these countries to defend themselves against Soviet-built armor and aircraft, particularly the Soviet T-72 Main Battle Tank and the Hind-D helicopter.
- These countries require FLIR systems which are simple and economical, rather than complicated and costly, like those designed to meet DOD and NATO specifications.
- International demand is expected to grow sharply over the next three years, as a conventional warfare arms race replaces the nuclear arms race evidenced over the past three decades.

The Conventional Warfare Arms Race

With the expected conclusion of a Soviet-U.S. treaty on nuclear arms and delivery systems, the most troubling area of arms competition between the two super-powers is likely to be tank and anti-tank warfare.

This is particularly true for competition between Soviet third-world clients and the countries that border them. Contrary to their relative restraint in the area of nuclear proliferation, the Soviets have virtually saturated their third world allies with a wide range of tanks, armored personnel carriers, and other armored vehicles. Even more troubling is the Soviet's export of the Hind-D assault helicopter, which is currently in action in Nicaragua and Afganistan.

These Soviet weapons systems pose an immense conventional threat to bordering states. For example, approximately 3,000 Soviet T-72's are estimated to be operating in Afganistan. Approximately 1,000 T-72's are deployed along the Soviet-Chinese border, and roughly 2,000 T-72's are manned by Angolans and Cubans against South Africa.

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REPORT1.STY

GOOD NEWS

Volume 3, Number 4 April 12, 1987

NewAge Introduces WorkRoom Home Expansion Modules for "Cocooners"

NewAge Homes rocked the National Homebuilder's Show last week in Dallas, with the introduction of a new line of high-technology modular home expansion units.

The new units, called WorkRooms, are targeted toward homeowners who want to add an entire room of work or office space to his/her home. WorkRooms can also be used as separate living/entertainment/den areas, guest rooms, or additional bedrooms.

The WorkRoom product line was developed in response to a number of emerging national trends, according to WorkRoom's Product Manager, Alex Yamashita.

"WorkRooms was developed to meet the needs of an exciting new segment of the housing market", says Yamashita. "We call these homeowners "cocooners". Basically, these are people who work out of their homes and want to expand their residences with add-on office space. These people do everything from assembly operations to telephone sales to writing and word-processing."

The WorkRoom product line consists of 5 different-sized basic models ranging from 12'x16' to 24'x36'. These basic models all come with a comprehensive range of high-technology design features that provide homeowners with attractive, functional, efficient, inexpensive expansions to their homes. Additional options allow homeowners to customize their WorkRooms.

WorkRooms are constructed of special new materials developed in NewAge's recently opened Santa Rosa, California, facility. These new materials include super-strong lightweight laminates and honeycombs with embedded anti-termite treatment, and other features that make WorkRooms easy to build, easy to live in, and extremely durable.

The new line has already received endorsements unanimously from a number of federal and state government agencies concerned with housing and building. Among these are the U.S. Department of Housing and Urban Development, the National Homebuilders Association, and the advisory committee to the National Association of Building Inspectors.

NewAge Opens New Facility to Produce WorkRoom Product Line

NewAge Homes officially opened their new integrated production facility in Santa Rosa, California, last month.

Just completed NewAge facility in Santa Rosa, California

The modern 20,000 square foot facility will be totally dedicated to production of the new WorkRoom modular home expansion product line.

The new facility includes a 4,000 square foot laboratory for WorkRoom's special high-technology materials, 8,000 square feet for production and manufacturing, 5,000 square feet for assembly, warehousing, shipping and receiving. The remaining 3,000 square feet house administrative and quality control offices.

NewAge is particularly proud of Santa Rosa facility's modern materials laboratory, according to Vice President of Manufacturing Bill Haas. "There's no comparable facility anywhere else in the world"says Haas.

"This facility defines the cutting edge of high-technology in production of materials for housing industry. We're doing things here that scientists say belong in the aerospace industry, rather than housing. Things like composites, honeycombs, and laminates, with materials like polymers, cardboard, and carbon filament, as well as wood."

The Santa Rosa facility could never have been built without a total commitment from NewAge top management, says NewAge President and CEO Alfred Thomas. "This facility has everyone in the housing industry know we're totally committed to the success of the WorkRoom product line."

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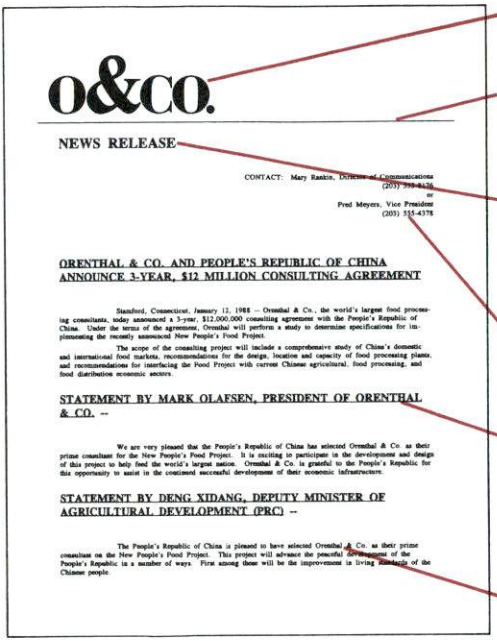

O&CO.

NEWS RELEASE

CONTACT: Mary Rankin, Director of Communications
(203) 555-4378
or
Fred Meyers, Vice President
(203) 555-4378

ORENTHAL & CO. AND PEOPLE'S REPUBLIC OF CHINA ANNOUNCE 3-YEAR, $12 MILLION CONSULTING AGREEMENT

Stamford, Connecticut, January 12, 1988 -- Orenthal & Co., the world's largest food processing consultants, today announced a 3-year, $12,000,000 consulting agreement with the People's Republic of China. Under the terms of the agreement, Orenthal will perform a study to determine specifications for implementing the recently announced New People's Food Project.

The scope of the consulting project will include a comprehensive study of China's domestic and international food markets, recommendations for the design, location and capacity of food processing plants, and recommendations for interfacing the Food Project with current Chinese agricultural, food processing, and food distribution economic sectors.

STATEMENT BY MARK OLAFSEN, PRESIDENT OF ORENTHAL & CO. --

We are very pleased that the People's Republic of China has selected Orenthal & Co. as their prime consultant for the New People's Food Project. It is exciting to participate in the development and design of this project to help feed the world's largest nation. Orenthal & Co. is grateful to the People's Republic for this opportunity to assist in the continued successful development of their economic infrastructure.

STATEMENT BY DENG XIDANG, DEPUTY MINISTER OF AGRICULTURAL DEVELOPMENT (PRC) --

The People's Republic of China is pleased to have selected Orenthal & Co. as their prime consultant on the New People's Food Project. This project will advance the peaceful development of the People's Republic in a number of ways. First among these will be the improvement in living standards of the Chinese people.

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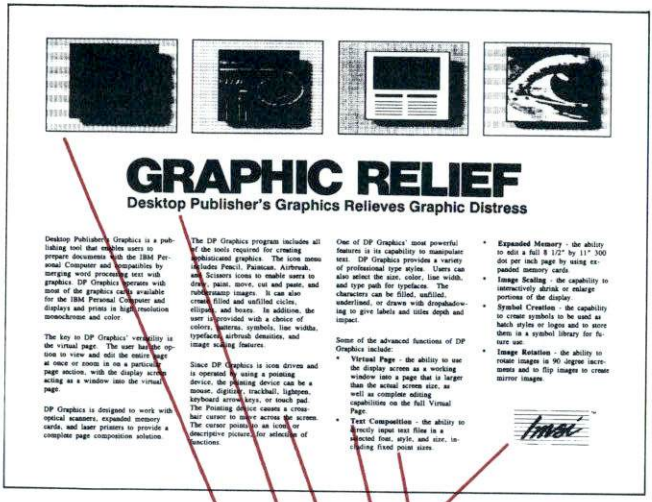

GRAPHIC RELIEF

Desktop Publisher's Graphics Relieves Graphic Distress

Desktop Publisher's Graphics is a publishing tool that enables users to prepare documents with the IBM Personal Computer and compatibles by merging word processing text with graphics. DP Graphics operates with most of the graphics cards available for the IBM Personal Computer and displays and prints in high resolution monochrome and color.

The key to DP Graphics' versatility is the virtual page. The user has the option to view and edit the entire page at once or zoom in on a particular page section, with the display screen acting as a window into the virtual page.

DP Graphics is designed to work with optical scanners, expanded memory cards, and laser printers to provide a complete page composition solution.

The DP Graphics program includes all of the tools required for creating sophisticated graphics. The icon menu includes Pencil, Paintcan, Airbrush, and Scissors icons to enable users to draw, paint, move, cut and paste, and rubber-stamp images. It can also create filled and unfilled circles, ellipses, and boxes. In addition, the user is provided with a choice of colors, patterns, symbols, line widths, typefaces, airbrush densities, and image scaling features.

Since DP Graphics is icon driven and is operated by using a pointing device, the pointing device can be a mouse, digitizer, trackball, lightpen, keyboard arrow keys, or touch pad. The Pointing device causes a cross-hair cursor to move across the screen. The cursor points to an icon, or descriptive picture, for selection of functions.

One of DP Graphics' most powerful features is its capability to manipulate text. DP Graphics provides a variety of professional type styles. Users can also select the size, color, line width, and type path for typefaces. The characters can be filled, unfilled, underlined, or drawn with dropshadowing to give labels and titles depth and impact.

Some of the advanced functions of DP Graphics include:

- **Virtual Page** - the ability to use the display screen as a working window into a page that is larger than the actual screen size, as well as complete editing capabilities on the full Virtual Page.
- **Text Composition** - the ability to directly input text files in a selected font, style, and size, including fixed point sizes.
- **Expanded Memory** - the ability to edit a full 8 1/2" by 11" 300 dot per inch page by using expanded memory cards.
- **Image Scaling** - the capability to interactively shrink or enlarge portions of the display.
- **Symbol Creation** - the capability to create symbols to be used as batch styles or logos and to store them in a symbol library for future use.
- **Image Rotation** - the ability to rotate images in 90 degree increments and to flip images to create mirror images.

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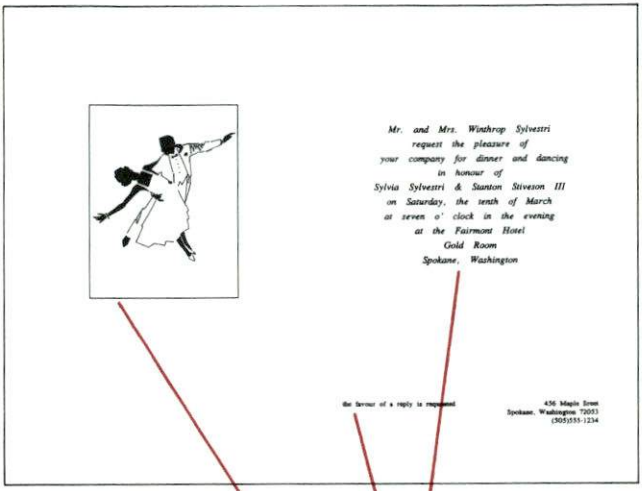
Bold(Style)

BODY TEXT
9PT CGTimes
Ragged Right
Flush Left

Picture Block

Picture Block

BROCHURE.STY
Landscape
Orientation


Mr. and Mrs. Winthrop Sylvestri
request the pleasure of
your company for dinner and dancing
in honour of
Sylvia Sylvestri & Stanton Stivezon III
on Saturday, the tenth of March
at seven o' clock in the evening
at the Fairmont Hotel
Gold Room
Spokane, Washington
the favour of a reply is requested
436 Maple Street
Spokane, Washington 72033
(305)555-1234

BODY TEXT
12PT CGTimes Italic
Centered

RSVP
9PT CGTimes
Justified

Picture Block
Border(Med)
No Margins

INVIT.STY
Landscape
Orientation

APPENDIX

Using Fontware

If you want to add additional typefaces or type sizes to those provided with PagePerfect, you can do so using Fontware, which is available from IMSI. This appendix describes how to use Fontware.

To add a typeface:

- At the start-up screen, select the Install command (hold down the Shift key and press the PrtSc/* key on a standard keyboard, or hold down the Shift key and press the Print Screen key on an enhanced keyboard).
- Type *F* to select FONTWARE INSTALL....
- Type *I* to select INSTALL NEW FONTWARE.
- Insert the Bitstream Fontware disk into drive A, then press Enter.

  Fontware copies the typeface information from the disk.

You can now add or delete a typeface, typesize, or character set as described below.

To add or delete a typeface, type size, or character set:

- At the start-up screen, select the Install command (hold down the Shift key and press the PrtSc/* key on a standard keyboard, or hold down the Shift key and press the Print Screen key on an enhanced keyboard).
- Type *F* to select FONTWARE INSTALL....
- Type *R* to select REVISE EXISTING FONTS.
- To delete (rather than add) a typeface, type size, or character set, select DELETE.
- Press the right-arrow key to highlight the data-entry box under TYPEFACE NAME, then select the typeface you want to add or delete.
- To add or delete a character set, press the right-arrow key to move the highlight under CHARACTER SET, then select the character set you want.
- To select the type sizes you want to add or delete, move the highlight under POINT SIZES, then select or enter the sizes.
- To add or delete another typeface, type size, or character set, press PgDn.
- When you're done, press End.

Fontware begins creating the new type information. Because creating typefaces is a very complex process, the processing could take a very long time (possibly hours).

Glossary

Binding offset Space that PagePerfect inserts at the left side of odd-numbered pages and at the right side of even-numbered pages to provide room for the page binding.

Block A rectangular area on a page that has characteristics depending on the type of block. The types of blocks include text blocks (columns or rows), gutters, picture blocks, caption blocks, margins, headers and footers, header and footer offsets, and the binding offset.

Caption A block that you can create under a picture block (when you create the picture block), which can contain text.

Cursor A small rectangle (■) appearing in a text block (when you're working in Text mode) to mark where text you type will be inserted. *See also* Text block, Pointer.

Directory diagram A diagram depicting the organization of a disk. The directory diagram appears on the start-up screen and also whenever you need to select a file while working on a document.

Effect An attribute of a character style—for example, bold or italics. You can specify effects for text in a document using the Style command. You can also specify effects in a paragraph style.

Ems A unit of measure equal to the width of the letter *M*. Ems are used for specifying, in a paragraph style, the spacing between words in entered text.

End-of-text marker An asterisk (*) that appears in a text block just to the right of the last character entered.

Footer A block containing text that can appear at the bottom of every page. *See also* Header.

Footer offset A block containing space that separates a Footer block from the text or picture block(s) above. *See also* Footer.

Gutter A block containing space that separates one text block (column or row) from another.

Header A block containing text that can appear at the top of every page. *See also* Footer.

Header offset A block containing space that separates a header block from the text or picture block(s) below. *See also* Header.

Landscape A horizontal-appearing page—one whose width is greater than its height (like a portrait painting).

Layout A set of specifications in a stylesheet that determines the look of a page.

Layout mode The document mode in which you can work with page blocks. In Layout mode, the cursor looks like ↗. You can switch to Layout mode from Text mode by selecting the Text/Layout command (pressing the Num Lock key). *See also* Text mode.

Macro A recording of a sequence of keys you've pressed. When you play back the macro, PagePerfect responds as if you had pressed those keys again. You can record a macro while you're working at the start-up screen or in a document.

Offset *See* Binding offset, Header offset, Footer offset.

Orientation *See* Portrait, Landscape.

Page block *See* Block.

Page dummy A representation of a blank page that shows the arrangement of blocks in a stylesheet layout.

Page orientation *See* Portrait, Landscape.

Page window A window that shows one page of the document. You can open a second page window using the View command.

Paragraph style A set of specifications in a stylesheet that determines the look of a paragraph.

Parent directory The directory to which the current directory is connect above (as seen in the directory diagram).

Picture block A block that can contain a picture.

Point A unit of measure equal to 1/72 inch.

Pointer A small arrow (↗) appearing on a page (when you're working in Layout mode) to mark the block that will be affected if you select the appropriate command, or to mark the upper-left corner if you select a command to create a new block. *See also* Cursor.

Portrait A vertical-appearing page—one whose height is greater than its width (like a portrait painting).

Scroll To move the page across the screen by pressing an arrow key after setting Scroll Lock on by pressing the Scroll Lock key.

Stylesheet menu bar A bar containing items you can select for changing in a stylesheet.

Text block A block that can contain text.

Text mode The document mode in which you can enter and edit text. In Text mode, the cursor looks like ■. You can switch to Text mode from Layout mode by selecting the Text/Layout command (pressing the Num Lock key). *See also* Layout mode.

Zoom An enlargement or reduction of the page as it appears on the screen relative to its printed size. You can change the zoom using the View command.

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